



Classification: Energy Commission Specialist I (TED)	Position No. 3300-4184-xxx
CBID: R10	Office: Energy Systems Research Office
Date Prepared: April 2017	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Resources Specialist III (Supervisory) and the Team Lead (Senior Electric Engineer) for the Energy Systems Technology Integration team, the incumbent serves as part of an interdisciplinary and/or interdivisional team to plan and implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced energy technologies and the relationship to competitive energy markets; performs responsible, varied, complex and difficult analyses to support energy RD&D that provides ratepayer benefits; manages RD&D projects; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

DUTIES AND RESPONSIBILITIES

- 40% Project Management. Based upon approved investment plans and roadmaps, stakeholder feedback, the incumbent implements R&D solicitations related to the integration of advance grid technologies and systems such as energy storage, electric vehicles and microgrids. The incumbent analyzes the implications, both policy and physical, of interconnected distributed energy resources at the distribution and transmission levels, and has knowledge of various distributed energy resources such as energy storage, electric vehicle grid technologies, and microgrid systems. The incumbent will assist in implementing a research vision that coordinates technology development with California’s energy policy goals. The incumbent analyzes issues associated with energy technology development and use and manages a variety of energy RD&D projects. The incumbent also develops the information necessary to assess project performance, prepare summary reports, develop presentations and report on ratepayer benefits. (E)

- 35% Contract Management and Administration. The incumbent prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent



and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project. (E)

- 10% Solicitation Management and Administration. The incumbent reviews proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carryout the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee. (E)
- 10% Presentations and Public Outreach. Consult with stakeholders, including research organizations, government and utility representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the R&D Program. (E)
- 5% Other Duties. Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="display: flex; justify-content: space-between;"> Incumbent Date </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Energy Commission Specialist I (TED)	<div style="display: flex; justify-content: space-between;"> Vacant Date </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Energy Resources Specialist III (Supervisory)

<div style="display: flex; justify-content: space-between;"> Incumbent Date </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Energy Commission Specialist I (TED)	<div style="display: flex; justify-content: space-between;"> Vacant Date </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Energy Resources Specialist III (Supervisory)