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| <b>Classification:</b><br>Energy Analyst      | <b>Position No.</b><br>3500-5837-                           |
| <b>CBID:</b><br>R10                           | <b>Office:</b><br>Energy Deployment and Market Facilitation |
| <b>Date Prepared:</b><br>June 2018            | <b>Division:</b><br>Energy Research and Development         |
| <b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b> |   |

Under the direct supervision of the Energy Resources Specialist III (Supervisor), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Energy Commission’s Research and Development (R&D) programs. 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 performs a variety of complex analytical tasks in support of the Research Analysis programs.

**WORKING CONDITIONS**

The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. 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 and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. 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**

The Energy Analyst duties include:

- 50% Benefit Analysis. Assist with developing, preparing, reviewing and presenting technical analyses related to Deployment and Market Facilitation activities for meeting the state’s green energy goals, on renewable resource technologies, and on the effectiveness of the various R&D program areas. Analyze project data to quantify the ratepayer benefits of the project/program defined as promoting greater system reliability, lower costs, and increased safety. Provide recommendations to the Energy Resources Specialist III (Supervisor), Office Manager, Energy Research and Development Deputy Director, Executive Office and Energy Commissioners as to resource allocations and benefit assessment of RD&D initiatives. (E)
- 20% Contract Management and Administration. Assist with the preparing documentation including: decision memos, work statements, budgets, schedules, special conditions, measurable technical and economic objectives, and other materials necessary to inform and manage the work and outcomes. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize



the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and obtains approval on contract amendments; receives and reviews contractor’s monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts 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 Energy Commission management on the status of the project. Coordinate with the Management Team as necessary to maintain expertise for technical research issues in the full array of energy technologies. (E)

- 15% Solicitation Management and Administration. Assist in Deployment and Market Facilitation Office contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include assisting in developing methodologies to evaluate benefits from solicitations, development of solicitation documents, conducting bidders’ conferences, development of written summaries of evaluations prepared by consultants and state leads, and presentation of proposed awards to management and Commissioners for approval. (E)
- 10% Technology Transfer. Assist with implementing Program-wide technology transfer strategies to improve delivery of RD&D in the marketplace to increase the impacts of Commission RD&D, including managing publication of research results and providing training regarding process, content, and format; preparing research project summaries for publication; planning, writing, editing, and managing Web site content; researching, reporting, and briefing Office, Division, and Commission management on project, program and technology achievements; and assistance with planning, writing, editing, and publication of strategic plans, annual, and semi-annual reports to the California legislature and California Public Utilities Commission. (E)
- 5% Other Duties. Perform other duties as required consistent with the specifications of this classification. (M)

| <b>SIGNATURES</b>   |  |
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| <b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b> |  |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Incumbent <span style="float: right;">Date</span><br>Energy Analyst       | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> - Supervisor <span style="float: right;">Date</span><br>Energy Resources Specialist III (Supervisor) |