

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Associate Energy Specialist (EFF)	<b>Position No.</b> 420-4938-xxx
<b>CBID:</b> R10	<b>Office:</b> Existing Buildings and Compliance
<b>Date Prepared:</b> September 26, 2017	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Resource Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent will independently perform responsible, varied and complex technical and analytical energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is at the journeyman level. The incumbent will serve as a technical expert responsible for the *Building Energy Efficiency Standards'* (Energy Standards) Compliance and Enforcement program to achieve energy efficiency in newly constructed and existing buildings. The incumbent will assist the lead person in the development and implementation of the Energy Standards Compliance and Enforcement program.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 45% As part of a team, develop, implement, and enforce a responsible contractor policy to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or foregone due to poor-quality workmanship. Conduct complex and sensitive research and analysis for the purposes of developing, implementing, and enforcing a responsible contractor policy that will increase compliance with the Energy Standards. Identify barriers to implementing and enforcing a responsible contractor policy and make recommendations to overcome those barriers. As part of a team, develop, implement, and enforce consumer protection guidelines for energy efficiency products and services. In addition, as part of a team, conduct research and analysis to increase compliance with, and enforcement of, the Energy Standards. Identify the barriers to compliance and make recommendations to overcome those barriers resulting in increased compliance with the Energy Standards that can be quantified and reported. (E)
- 20% As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors,

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monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

- 10% As part of a team, facilitate stakeholder engagement for the purposes of investigating, identifying and evaluating compliance with the Energy Standards, and developing, implementing, and enforcing a responsible contractor policy. Coordinating and collaborating with other subject matter experts at state and national agencies including the CSLB, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and other stakeholder groups. Collaborating with building departments and other stakeholders throughout California to understand the barriers that they face with enforcement of the Energy Standards and to help them overcome those barriers through ongoing technical assistance efforts. (E)
- 10% Respond to requests for technical assistance and information from project proponents and others interested in energy policy, programs, and technologies. (E)
- 5% Represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Energy Standards and its related programs. Present oral testimony and make presentations before the Commission, other government agencies, industry organizations, and other public forums. Occasional travel may be necessary to perform these duties. (E)
- 5% Review reports and process administrative documents for Energy Commission Business Meetings; organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task. (E)
- 5% Perform other duties as required consistent with the specifications 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**

<p>_____  <b>Vacant</b>          Associate Energy Specialist (EFF)</p>	<p>_____  <b>Lea Haro</b>          Energy Resource Specialist III (Supervisory)</p>
Date	Date