

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Commission Specialist II (EFF)	Position No. 440-4936-025
CBID: R10	Office: Local Assistance and Financing
Date Prepared: July 21, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (EFF) is under the general direction of the Energy Commission Supervisor II (EFF) in the Local Assistance and Financing Office of the Efficiency Division. The incumbent serves as an Energy Commission's subject-matter expert and project lead for a multi-disciplinary team in the Technical Assistance, Grants and Loans Unit. The incumbent will lead and assist in program administration activities, working closely with an Energy Commission Specialist III on energy efficiency programs such as the Proposition 39 K-12 and Energy Conservation Assistance Act Education; the Energy Partnership Program; and the Bright Schools Technical Assistance Programs.

The incumbent possesses the skill set recognized as a primary resource on statewide energy efficiency programs. In this capacity, the incumbent acts in a lead role in the planning, developing, tracking, and implementation of energy efficiency opportunities in California. The principal focus of this effort is to lead various activities related to the implementation of statewide energy efficiency programs including the Energy Conservation Assistance Act Programs.

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:

- 50% Perform complex analytical work that for statewide energy efficiency programs including the Proposition 39 K-12 and Energy Conservation Assistance Act; Energy Partnership Program; and the Bright Schools Technical Assistance Programs. Duties include: program metric development and analytics employing the Proposition 39 program On-line Energy Expenditure Plan System, utility data and other applicable data sources. Perform other program support and outreach duties including but not limited to webpage development and updates; program communications including the preparation and approval process of E-Blasts; program evaluation surveys and assisting in the development and completion of program PowerPoint and Web-Ex presentations. (E)
- 25% Assist in program development and administration activities, working closely with an Energy Commission Specialist III on energy efficiency programs. (E)

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- 10% Manage contracts, grants and loans related to statewide energy efficiency programs. Work with Bright Schools technical assistance contractors to review and approve technical assistance audits. (E)
- 5% Serve as a primary resource on school and governmental entity construction issues related to efficiency and sustainability, including testifying and representing the Energy Commission on such matters. Represent the Energy Commission on the Collaborative for High Performance Schools (CHPS) organization. (E)
- 5% Attend workshops, hearings, and conferences on issues associated with statewide energy efficiency programs. Occasional travel may occur to perform these duties. (M)
- 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	
_____ Vacant Date Energy Commission Specialist II (EFF)	_____ Deborah Godfrey Date Energy Commission Supervisor II (EFF)