

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Commission Specialist II (TED)	Position No. 450-4185-xxx
CBID: R10	Office: Standards Compliance
Date Prepared: March 20, 2018	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (TED) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Standards Compliance Office of the Efficiency Division. The incumbent serves as the prime resource project leader for multi-disciplinary teams regarding various complex energy technologies and analytical work supporting the compliance and enforcement of the Building Energy Efficiency Standards (Energy Standards). The incumbent will serve as a subject-matter expert in highly complex and technical work in a wide variety of consultative and analytical energy assignments supporting the Compliance and Enforcement Program to improve compliance with the Energy Standards. The Incumbent will analyze issues associated with energy technology development and to use and manage a variety of energy research development and demonstration projects. Incumbents develop the information necessary to perform comparative evaluation of energy supply and efficiency improving technologies and alternative fuels; analyze issues associated with energy technology development and use; and manage a variety of energy research development and demonstration projects. The incumbent will develop energy supply, conservation, resources, technologies, and systems as they might be deployed in California or elsewhere; evaluate, compare, and contrast the roles that various technologies might play in meeting California's future energy needs; manage various technology development projects, and prepare recommendations for Commission considerations. The incumbent will serve as one of the technical experts on the Energy Standards Compliance and Enforcement, responsible for the developing a comprehensive program to increase the compliance and enforcement of the Energy Standards throughout California. This position is nonsupervisory, but the incumbent may serve as project and team lead over lower-level technical and analytical staff.

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:

- 40% Serve as a team lead to conduct the most complex research and analysis, and provide advanced technical leadership, direction, and coordination in complex technical and analytical work supporting the Compliance and Enforcement program. Identify the barriers to compliance and develop programs to overcome those barriers resulting in increased compliance with the Energy Standards that can be quantified and reported. (E)

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- 20% Serve as a technical expert on Energy Standards Compliance and Enforcement. Develop a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California by coordinating with other state agencies (e.g., Contractor State Licensing Board, Board of Engineers, and Public Utilities Commission), utilities, building departments, builders, and others. Develop procedures and processes for contacting and working with the various parties. Develop a process to quantify the energy savings and carbon emission reductions achieved through the increased compliance with the Building Energy Efficiency Standards for reporting purposes. As project manager, lead technical staff in the accomplishment of the program goals. (E)
- 15% Engage stakeholders to investigate; identify and evaluate Building Energy Efficiency Standards compliance and enforcement barriers, develop program solutions, plan future programs, and solicit stakeholder input to implement the goals of the Compliance and Enforcement program. (E)
- 10% As the state's subject matter expert, represent the Commission by attending workshops, hearings, and conferences on issues associated with the Building Energy Efficiency Standards program and the California HERS program. 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)
- 10% Manage contracts, related to compliance and enforcement issues surrounding the Building Standards and the California Home Energy Rating System program. (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>_____ Vacant Date Energy Commission Specialist II (TED)</p>	<p>_____ Lea Haro Date Energy Resources Specialist III (Supervisory)</p>
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