



Classification: Energy Commission Specialist II (TED)	Position No. 5200-4185-002
CBID: R10	Office: RPS Verification Unit
Date Prepared: November 15, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Resources Specialist III (S), the incumbent serves in the Renewable Energy Division as lead staff for the for the Verification Unit of the Renewables Portfolio Standard (RPS) Program. The incumbent is expected to develop knowledge of the history and current requirements of the RPS Program; renewable and non-renewable energy resources; load serving entities in California; electricity markets; reporting and procurement requirements under the RPS Program; and RPS Program verification and compliance activities and processes. The incumbent must display a thorough understanding of California’s renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California’s greenhouse gas emissions reduction goals.

The incumbent will assist the Energy Resources Specialist III (S) in efforts to mentor and train staff, plan unit activities, and manage workload and tasks to ensure completion all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

WORKING CONDITIONS:

The work involves sitting, standing, and walking and is performed in an indoor office and meeting room setting and at times in the field at energy facilities. The candidate must work well with people inside and outside the Commission, including policy-makers and members of the general public. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. The incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; the incumbent will be required to participate in and lead meetings with other staff.

DUTIES AND RESPONSIBILITIES:

- 40% Act as lead staff and the primary point person for the implementation of verification and compliance activities for the RPS program. Specific duties include: assisting the ERS III (S) with developing strategic plans for the continued implementation and improvement of the RPS Program Verification Unit; evaluating current program implementation; developing recommendations for program improvements; presenting recommendations to office and division management; implementing approved project plans; coordinating activities with the

