

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



Classification: Energy Analyst	Position No. 5500-5837-XXX
CBID: R10	Office: Renewable Energy Technology
Date Prepared: August 30, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst works under the direction of the Energy Resources Specialist III (S), Renewable Energy Technology Unit, in the Renewable Energy Division. The Energy Analyst assists the Program Lead in multi-disciplinary renewable energy related technical and analytical work of average difficulty. The incumbent will serve as part of a team assisting in implementing activities that support the Energy Commission's distributed renewable generation programs. Specific activities include assisting in the maintenance, improvement, and expansion of the established lists of solar energy system equipment provided by the Energy Commission to support the New Solar Home Partnership (NSHP), Senate Bill 1 programs, as well as other local government, utility and state renewable energy and distributed generation programs.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to 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, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheets, electronic mail and Internet, and will participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 50% Assist the Program lead in conducting reviews of requests for listing equipment on the Energy Commission's equipment lists that support solar energy and distributed generation programs, including incentive programs. Assist in reviewing the listing request information for consistency with established requirements. Assist in gathering information to consolidate updated listing information into public reports; in responding to inquiries regarding the equipment listings; and in the resolution of issues related to listing requests or inquiries. (E)
- 25% Assist Program Lead and other staff in the preparation and delivery of outreach and training materials. Assist in updating program information including materials that are posted on the equipment pages of the Go Solar California website.
- 15% Assist in gathering data to support the development of implementation plans to address short term and long term improvements in the equipment lists. Work with other staff and Program Leads to complete quality assurance efforts and activities to improve the equipment lists. (E)

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- 5% Attend and assist in coordinating workshops, hearings, conferences, and meetings on topics associated with the Energy Commissions' renewable energy programs. (M)
- 5% Perform other related duties as required consistent with the specification 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 Energy Analyst	PAYAM NARVAND Energy Resources Specialist III (S)
Date	Date