



Classification: Energy Analyst	Position No. 5500-5837-058
CBID: R10	Office: Renewable Energy Incentives
Date Prepared: March 19, 2018	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Resources Specialist III (S) in the Renewable Energy Division, the Energy Analyst will perform work of average difficulty in the field of renewable resources. The incumbent is expected to perform varied technical and analytical work. The incumbent will serve as part of a multi-office team and will support activities of the Energy Commission's renewable energy programs such as the New Solar Homes Partnership (NSHP), the Renewable Energy for Agriculture Program (REAP), Senate Bill 1 equipment listings, and other activities supporting renewable energy programs. Specific tasks will include, but are not limited to, processing applications and payment claims for incentive and grant programs, verifying technical documentation, and data collection and analysis. The incumbent may participate in collaborative efforts with federal, state, and local agencies. The incumbent will participate in public workshops and guidebook revisions and adoptions, and may also assist in managing contracts, conducting studies and the development of reports for staff, management, and commissioners. The incumbent will coordinate activities with stakeholders, including the renewable energy industry, organizations/ trade associations, the public, and other state and local agencies working on renewable energy 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, electronic mail and Internet. The incumbent will participate in meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

The Energy Analyst will analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the development and implementation of renewable energy resources. Specific duties include:

- 45% Assist with the review of documentation submitted for incentive and grant programs; identify deficiencies in paperwork and incentive packages; notify and work with stakeholders to address and resolve any deficiencies related to incentive and grant program participation. Implement and stay up-to-date on all program rules, policies, and processes. (E)

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



- 25% Assist with drafting and reviewing reports, briefings, memos, letters, and other documents related to distributed generation and renewable energy, under the guidance of program leads and/or management in several program areas, including but not limited to, the NSHP, REAP, and Senate Bill 1 equipment list related activities. (E)
- 10% Assist with various projects in the Renewable Energy Division. Responsibilities will include providing assistance in collecting, analyzing, and disseminating information and data; supporting other staff to develop presentation materials and participate in conferences and training sessions; assisting in the preparation and management of contracts; and coordination with other program staff, technical specialists, public and private parties. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy and renewable technologies related to renewable energy programs implemented in the Renewable Energy Division. (E)
- 5% Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy for program planning. (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	_____ SHERRILL NEIDICH Energy Resources Specialist III (S)
Date	Date