



Classification: Energy Commission Specialist II (TED)	Position No. 6100-4185-934
CBID: R10	Office: Advanced Vehicle Technologies Office
Date Prepared: January 25, 2018	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Energy Resources Specialist III (Supervisory) in the School Bus Retrofit and Replacement Program (School Bus Program) Unit of the Fuels and Transportation Division, the incumbent will provide expert guidance on highly complex technical and economic issues related to the development and use of alternative and renewable fuels and vehicle technologies in California’s transportation sector, specializing in the advancement of technologies across light-duty, medium-duty, heavy-duty, bus, off-road, and other mobile vehicular platforms. The incumbent will perform analytical tasks requiring a high level of knowledge, skill, and ability. The incumbent will participate in a team and lead the office’s planning efforts to analyze, identify, and propose mitigation measures in support of the School Bus Program, as well as the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) funding. The incumbent will serve as a lead program planning and program implementation specialist. The incumbent will perform sensitive and complex analyses requiring a high degree of judgment and technical knowledge. The incumbent will have responsibility for projects requiring coordination of several staff inside and outside of the Energy Commission. Projects led by the incumbent are critical to the mission of the Energy Commission and they address broad national issues such as global climate change.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including 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. 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; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 35% Develop and manage multi-million dollar solicitations, grants and interagency agreements related to school bus, autonomous, communication (vehicle to vehicle, vehicle to grid, vehicle to infrastructure, etc), emissions, efficiency fuel type integration, behavior shifts and other alternative fuels related technological developments. Serve as a solicitation manager and team leader and coordinate the work of other staff specialists for solicitation development, solicitation management, proposal scoring, and selection of School Bus



Program and ARFVTP grantees. Serve as the key point of contact on solicitation and grant issues with industry counterparts and grantees. (E)

- 30% Serve as a technical and policy resource specialist and expert on specialized technological advancements for the Fuels and Transportation Division. Represent the Division and Energy Commission at senior level multi-stakeholder workgroups and policy forums with other state and federal agencies, automobile manufacturing companies, other units/offices and divisions of the Energy Commission, and non-profit advocacy and environmental organizations. Represent the Office and Division at internal briefings before the Transportation Commissioner. (E)
- 15% Provide expert consultation and testimony on alternative fuels for proceedings, such as the annual Investment plans, action plans, development roadmaps, and integrated energy policy reports. (E)
- 15% As a team lead on project work, review the work (i.e., deadlines and quality) from lower level staff. Provide input and prepare recommendations related to plans, budget requests, procedures, and policies for consideration by the supervisor of the unit. (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	
<div style="border-top: 1px solid black; margin-top: 5px;"> Vacant Date </div> <div style="clear: both; margin-top: 5px;"> Energy Commission Specialist II (TED) Energy Resources Specialist III (Supervisory) </div>	<div style="border-top: 1px solid black; margin-top: 5px;"> Vacant Date </div> <div style="clear: both; margin-top: 5px;"> Energy Resources Specialist III (Supervisory) </div>