



Classification: Energy Commission Specialist II (TED)	Position No. 6100-4185-014
CBID: R10	Office: Advanced Vehicle Technologies Office
Date Prepared: February 8, 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 Advanced Vehicle Technologies Office 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 medium-duty and heavy-duty vehicle technology demonstration and fueling system infrastructure. The incumbent will perform analytical tasks requiring a high level of knowledge, skill, and ability. The incumbent will work independently and/or participate in a team to address issues and barriers and recommend policy options to maintain and increase the development of alternative and renewable fuels and vehicle technologies. The incumbent will perform sensitive and complex analyses requiring a high degree of judgment and technical knowledge. The incumbent will have responsibility for vehicle technology demonstration and infrastructure projects requiring coordination of several staff inside and outside of the Energy Commission. Additionally, the incumbent will lead the office's Advanced Freight Technologies and Planning team in solicitation planning efforts in support of the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) funding as it relates to freight and goods movement in California. 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 vehicle technology and alternative fueling infrastructure development. Serve as the solicitation manager and team leader and coordinate the work of other staff specialists

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for solicitation development, solicitation management, proposal scoring, and selection of 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 freight, ports, and medium-duty/heavy-duty technology 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, biofuels producers, 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, Sustainable Freight Action Plan, Ports Energy Collaborative, freight development and corridor enhancement roadmaps, and integrated energy policy reports. (E)
- 15% Serve as a team lead on project work; review the work (i.e., deadlines and quality) from an Associate Energy Specialist and Energy Analysts. 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	
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