



Classification: Associate Energy Specialist (TED)	Position No. 6100-4056-050
CBID: R10	Office: Advanced Fuel Production Office
Date Prepared: February 23, 2018	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program in the Advanced Fuel Production Office.

WORKING CONDITIONS: The work is performed in an indoor office and/or 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 40-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, spreadsheet and data management programs, electronic mail, WebEx, and Internet browsers. The incumbent will participate in and lead meetings with other staff, other agencies, and interest groups.

DUTIES AND RESPONSIBILITIES:

40% Develop specific language for inclusion in the Energy Commission’s Alternative and Renewable Fuel and Vehicle Technology Program solicitations, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for Commission funding. Review proposals, prepare the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement; establish and maintain a technical and business relationship with the agreement recipient; initiate and approve agreement amendments; receive and review progress reports and prepare an evaluation of the project; verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute a particular invoice); conduct independent and in-depth technical review of the work conducted by the agreement recipient; work directly with the agreement recipient and make project site inspections to ensure the project meets technical, fiscal and administrative objectives; and brief office, division, and Commission management on the status of the project. (E)

DUTY STATEMENT



- 35% Analyze active and completed agreements funded under the Alternative and Renewable Fuel and Vehicle Technology Program. Collaborate with other Fuels and Transportation Division staff to ensure that project attributes and results are available in a clear, consistent manner. Assist in the development of methods and tools for measuring and evaluating the results of funded projects. Clearly communicate the results of project measurement and evaluation, whether in writing or in-person. Contribute to both ongoing program oversight efforts, as well as periodic policy reports. (E)
- 20% Research and analyze studies of alternative and renewable fuel and vehicle technology use and development. Conduct analyses to evaluate the economic, commercial availability, environmental benefits, and market potential of alternative and renewable fuel and vehicle technologies. (E)
- 5% Other 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	
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VACANT ASSOCIATE ENERGY SPECIALIST (TED)	CHARLES SMITH ENERGY RESOURCES SPECIALIST III (SUPERVISORY)
DATE	DATE