



<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 8200-4185-005 – Data Collection Project Mgr
<b>CBID:</b> R10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> November 27, 2017	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general supervision of the Energy Resources Specialist III (Supervisory) of the Demand Analysis Office (DAO), the Energy Commission Specialist II (TED) serves as the energy use data analysis and collection project manager. In this capacity, the incumbent is a highly skilled technical specialist who broadly coordinates and manages data collection activities for the Data Analysis and Survey Unit. The incumbent has lead responsibility for establishing, coordinating, and facilitating data collection procedures, data quality and management responsibilities, and ensuring that a reliable, robust, and continuing data collection process is successfully developed and implemented to support energy demand surveys and forecasts. The incumbent tracks project progress, communicates project status to senior staff and management, develops an efficient and focused survey data management process, bolsters data collection foundational to Energy Commission projects, coordinates with other Energy Commission data project managers, identifies and resolves data quality issues, and performs new energy data analyses.

Many factors, such as the impact of various new technologies, equipment, appliances, and alternative energy sources, have changed and are changing both how and how much energy is used by consumers. Consequently, these factors must be studied, their impacts analyzed, and taken into account in deciding what data to collect and how best to do so. The data collected includes, for example, energy consumption data, building and equipment characteristics including energy efficiency, and other disaggregated data that will enable the DAO to provide more detailed and accurate energy demand forecasts. This data collection and analysis is critical to support detailed, accurate, and transparent energy demand forecasts. These forecasts will provide a basis from which California's policy and decision makers can review, assess, revise, and enact state energy policy, with consequences that can have impacts beyond the state's borders.

**WORKING CONDITIONS.** The work is primarily performed indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to participate in data collection activities and training, attend workshops, hearings, and meetings away from the Energy Commission's headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:**

- 35% The incumbent, in collaboration with other senior level staff, has lead responsibility to develop and implement data collection guidelines, rules, and procedures. The incumbent additionally participates in an ongoing data governance committee and facilitates data governance meetings; defines and monitors project objectives, goals, and key data performance metrics; evaluates and incorporates project risks and data limitations into the unit's prioritization and decision processes, and manages mitigation strategies. As the prime technical resource and project leader, facilitates the expansion of data collection efforts needed to meet future data analysis and energy demand forecasting needs. (E)
- 25% As the data analysis and survey project lead for the unit, the incumbent works with the unit supervisor to ensure staff resources are allocated to the highest priority activities. Assists in program planning and implementation, writing and editing technical and non-technical reports and



media documents, preparing and making public presentations, and consulting with other Divisions and experts in the field as needed. Communicates and provides status updates on staff activities on a regular basis to other staff and management within the Division and Energy Commission. The incumbent assists the supervisor, senior staff, and the Office Manager with project management and contract oversight responsibilities within the office. (E)

- 15% As the data project lead, coordinates staff and inter-divisional data collection activities. Specifically the incumbent meets, records, tracks, and schedules internal division and external activities to identify opportunities for collaboration and address project scoping concerns. The incumbent monitors, manages, and clearly communicates scope and schedule restrictions and limitations, to maintain the focus of the project and ensure the timely and successful completion of the project. (E)
- 10% Participates in Demand Analysis Office rulemaking activities relating to data collection including assisting in the drafting of workshop material and performing supporting analytics. As project lead, provides staff with assistance needed to resolve data acquisition issues including defining data transfer procedures, drafting and adhering to data confidentiality parameters, drafting non-disclosure agreements, and the continued identification of funding sources for ongoing data collection efforts. (E)
- 5% Assists the unit supervisor with hiring, training, and developing staff, evaluates on-going data collection resource needs, and incorporates the identified resource needs into funding and planning activities. Assists in the development and promulgation of data procedures, responsibilities, training, data management, current practices, and data needs to ensure consistency within the unit. This includes identifying staff's training needs and developing and implementing a broad training curriculum to ensure adequate skill levels are achieved and maintained. (E)
- 5% Presents and provides support to staff as needed in workshops, hearings, conferences, and meetings regarding data collected and any reports produced using the data. Provides well-written and concise reports and/or technical papers and presentations that depict the data to staff, Commissioners, and other governmental agencies. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Employee Date Energy Commission Specialist II (TED)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Siva Gunda, Acting Unit Supervisor Date Manager, Demand Analysis Office