



Classification: Energy Analyst	Position No. 6100-5837-041
CBID: R10	Office: Advanced Vehicle Technologies Office
Date Prepared: June 12, 2018	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direct supervision of the Energy Resources Specialist III (Supervisory), the Energy Analyst 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, infrastructure, and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) as part of the Advanced Freight Technologies and Planning Unit within the Advanced Vehicle Technologies 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 meetings with other staff, other agencies, and interest groups.

DUTIES AND RESPONSIBILITIES:

40% Assist in the development of language for inclusion in the Energy Commission's ARFVTP 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 that 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 agreement recipients, initiate and approve agreement amendments, receive and review progress reports, prepare project evaluations, verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute invoices), conduct independent and in-depth technical review of the work conducted by agreement recipients, work directly with agreement recipients and make project site inspections to ensure the project meets technical, fiscal and administrative objectives. Brief office, division, and Commission management on the status of the project. (E)



- 25% Assist in conducting analyses to evaluate the economic characteristics, commercial availability, environmental benefits, and market potential of alternative and renewable fuel and vehicle technologies. The analytical results will be used to determine funding allocations for the ARFVTP. The analytical work will also be used in policy forums such as the biennial Integrated Energy Policy Report proceeding. (E)
- 20% Assist in conducting market assessments for alternative and renewable fuel, infrastructure, and vehicle technologies to evaluate potential market opportunities that can increase the use of alternative and renewable fuels and improve the energy efficiency of current vehicle technology. Assist in evaluating the risks and opportunities for developing potential technologies in transportation applications, including costs for specific fuels, fuel production, and fuel distribution. The results of the assessments will be used to better define the focus for each Alternative and Renewable Fuel and Vehicle Technology Program solicitation. (E)
- 10% Research and analyze studies of alternative and renewable fuel and vehicle technology use and development. Assist in promoting a public-private partnership program with major organizations and companies to develop alternative and renewable fuel vehicles and to distribute alternative and renewable fuels at retail outlets throughout California. (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			
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>VACANT ENERGY ANALYST</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>KIEL PRATT ENERGY RESOURCES SPECIALIST III (SUPERVISORY)</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>DATE</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>DATE</p>

VACANT
 ENERGY ANALYST
 6100-5837-XXX
 JUNE 6, 2018