



Classification: Associate Governmental Program Analyst	Position No. 180-5393-800
CBID: R01	Office: Media and Public Communications
Date Prepared: August 25, 2016	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Deputy Executive Director for Strategic Planning, the incumbent will be responsible for the development and production of complex studies and surveys, with an emphasis on energy-related studies to support policy analysis.

WORKING CONDITIONS. Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 45% Analyzes studies and surveys and creates visuals to support and illustrate policy analysis. Determines analytical design needs for the Energy Commission’s website and for other projects produced by the Energy Commission for the public and stakeholders. Conceives ideas, concepts, and campaigns for outreach programs. Designs, produces, works with others, and coordinates in creating multifaceted communication materials in print, web, and digital format or a variety of instructional, promotional, and development projects. (E)
- 20% Identifies statistical and analytic needs for the Integrated Energy Policy Report (IEPR) and IEPR Update. Works with IEPR project manager and staff to interpret statistical data and provide professional recommendations for concept, design, and production in developing design elements to enhance the presentation of information in the IEPR. Develops design specifications for final production of IEPR and IEPR Update and ensures quality control. (E)
- 30% Gathers information and data to clarify design issues and understands the Energy Commission’s programs and objectives. Develops designs to achieve agency objectives while meeting constraints of cost and schedule. Uses a wide range of media, including photography, infographics, and computer-aided design. Contributes ideas and helps ensure consistency of communications of the agency. (E)
- 5% Perform other related duties as required consistent with the specification of the 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			
_____		_____	
Employee	Date	Supervisor	Date