

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Analyst	<b>Position No.</b> 410-5837-xxx
<b>CBID:</b> R10	<b>Office:</b> Appliances and Outreach and Education
<b>Date Prepared:</b> August 3, 2016	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments. The incumbent will perform a variety of technical and analytical tasks associated with energy efficiency in support of the appliance efficiency for rulemaking, compliance, and outreach program activities.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. 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, electronic mail, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 40% **Rulemaking:** Assist technical and engineering staff and the Chief Counsel's Office by helping to develop proposed regulatory language and prepare rulemaking documents for appliance efficiency rulemakings under Title 20. As a team member, help prepare and draft comment letters, statements, and analysis on federal appliance efficiency rulemakings and regulatory proceedings. Provide administrative support for meetings, workshops, and hearings. Assist technical staff in reporting the economic benefit and cost effectiveness analyses of proposed appliance efficiency technologies; and technologies that may increase the penetration of appliance energy efficiency; and the net economic value of a variety of appliance efficiency technologies, programs and activities, individually and collectively, to the overall California electricity supply. Assist technical staff in providing recommendations to decision makers as to resource allocations and benefit assessment of appliance efficiency initiatives. (E)
- 25% **Data Certification:** Assist Certification Program Manager with data certification submittals – assist certification staff in processing and analyzing, including for accuracy, manufacturer certification submittals for compliance with Title 20 regulations. Under the direction of program lead staff, respond to certification applications from manufacturers and third party certifiers. Assist in preparing technical analyses, recommendations, and validations for new and amended appliance efficiency standards. (E)
- 15% **Compliance Assistance:** Assist technical staff in responding to requests for assistance, information, and necessary action from industry, consumers, government agencies,

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advocacy groups, and others interested in energy efficiency, policy, programs, and technologies. (E).

- 10% **Contract Management:** Assist staff with solicitation development and evaluation of upcoming test lab reports, market survey and/or database programming contracts. Under the direct supervision of the contract manager, help review contract deliverables and invoices. (E)
- 5% **Compliance:** Assist technical staff by compiling and maintaining a list of regulated retailers, trade associations, professional associations, etc. (E)
- 5% Perform 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-top: 1px solid black; margin-top: 10px;"> <b>Vacant</b> <span style="float: right;">Date</span>            Energy Analyst         </div>	<div style="border-top: 1px solid black; margin-top: 10px;"> <b>Leah Mohney</b> <span style="float: right;">Date</span>            Acting Energy Commission Supervisor II (EFF)         </div>