



<b>Classification:</b> Associate Energy Specialist (TED)	<b>Position No.</b> 3200-4056-004
<b>CBID:</b> R10	<b>Office:</b> Energy Systems Research
<b>Date Prepared:</b> May, 2017	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and advanced distributed energy resources such as energy storage and renewable technologies. The incumbent performs responsible, varied and complex technical and analytical work to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

**WORKING CONDITIONS**

The work is performed in an indoor office and 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 is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-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, spreadsheets and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

**DUTIES AND RESPONSIBILITIES**

- 50% Project Management. The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor’s monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project. (E)
  
- 25% Solicitation Management and Administration. Develop, select, implement and manage the Energy Technology System Integration program contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents; c) assist in conducting bidders’ conferences; d) develop written summaries of evaluations prepared



by consultants and state leads; and e) handle any contract/grant disputes that may arise. (E)

20% Technology Transfer. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions. (E)

5% Other Duties. Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
<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>	
<hr/> Incumbent _____ Date Associate Energy Specialist (TED)	<hr/> Fernando Pina _____ Date Energy Resource Specialist III (M)