

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Analyst	Position No. 420-5837-xxx
CBID: R10	Office: Existing Buildings and Compliance
Date Prepared: June 28, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments in the Compliance and Enforcement Unit supporting the implementation of the Building Energy Efficiency Standards (Standards) and increasing compliance with the Standards.

WORKING CONDITIONS: The work is typically performed in an indoor office and meeting room setting, involving sitting, standing, and walking, but may require occasional outdoor work to evaluate energy using equipment and systems. Work area is well lighted and ventilation is adequate. The noise level may be high. 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 Energy Commission word processing, spreadsheets, electronic mail, WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% As part of a team, conduct research, data collection, and technical analysis, for the purposes of developing a plan that identifies the barriers to compliance and makes recommendations to overcome those barriers to achieve the Energy Commission's goal of increasing of compliance with and enforcement of the Standards. (E)
- 20% As contract manager or project manager, responsibilities will include the preparation of solicitation or work authorization documents, conducting bidders' conferences, proposal evaluation, and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work to contractors, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 10% As part of a team, facilitate stakeholder engagement for the purposes of investigating, identifying, and evaluating compliance with the Standards, and the development a plan that promotes compliance with the Standards, identifies program solutions, plans future programs, and makes recommendations to achieve the goals of the Compliance and Enforcement program. Assist with coordinating and collaborating with other subject matter experts at state agencies including the CSLB, the U.S. Department of Energy, national energy laboratories, other states, private sector experts and innovators, and other stakeholder groups. Assist with collaborating with building departments and other

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stakeholders throughout California to understand the barriers that they face with enforcement of the Standards and to help them overcome those barriers through ongoing technical assistance efforts. (E)

- 10% Respond to requests for technical assistance and information from project proponents and others interested in energy policy, programs, and technologies. (E)
- 10% As part of a team, represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Standards and its related programs. Present oral testimony and make presentations before the Commission, other government agencies, industry organizations, and other public forums. Occasional travel may be necessary to perform these duties. (E)
- 5% Assist in reviewing reports and processing administrative documents for Energy Commission Business Meetings, organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions. Occasional travel may be required to perform this task. (E)
- 5% Perform other duties as required consistent with the specifications 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

Vacant Energy Analyst	Lea Haro Energy Resources Specialist III (Supervisory)
Date	Date