

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Commission Specialist I (EFF)	<b>Position No.</b> 430-4935-xxx
<b>CBID:</b> R09	<b>Office:</b> Building Standards
<b>Date Prepared:</b> August 1, 2017	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Office of the Efficiency Division. The incumbent will independently perform more complex, sensitive and responsible energy-related work requiring, on a regular basis, a high level of knowledge, skill and ability demonstrably above the journey level. The incumbent will serve as a technical expert in the software tools unit using CBECC-Res and CBECC-Com to analyze building systems, technologies, strategies, and programmatic evaluations that are addressed and impacted by the Building Energy Efficiency Standards, Appliance Standards, SB 350, and AB 802 programs.

This work includes subject matter expertise in energy efficiency, building science, and renewable energy. The incumbent will apply this expertise to affordable and market rate low rise single family residential, multifamily residential, and nonresidential buildings covering newly constructed, alterations, additions, and tenant improvements. The incumbent is responsible for the development of these subject matters in both mandatory and reach Standards environments. They are responsible for the evaluation and recommendation of new technologies and approaches as well as providing expert consultation on the subject matter for developing compliance tools, compliance manual, guideline information, and training material content.

**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 or participate in off-site meetings, 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 energy modeling, spreadsheet, word processing, electronic mail, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 40% Serve as team lead or prime resource for the software tools unit using CBECC-Res and CBECC-Com to analyze building systems, technologies, strategies, and programmatic evaluations addressed and impacted by the Building Energy Efficiency Standards, Appliance Standards, SB 350 and AB 802 programs. Focus on the effects of upgrades to new and existing buildings to support these programs. Develop partnerships with professional and trade organizations related to developing building energy efficiency standards and compliance tools, guidelines and training material content.

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Responsibilities include the development of these subject matters in both mandatory and reach standards including the most complex issues facing the delivery of the comprehensive programs through the requirements of SB 350 and the implementation of AB 802. Maintain ongoing Commission expertise in energy efficiency and renewable energy, program applications and research including serving as a Commission liaison between other government agencies and private sector organizations. Assist in developing, and provide programmatic support for, updates to CBECC public domain building modeling software necessary to accurately model the effects of energy efficiency upgrades in existing buildings. (E)

- 30% Provide technical expert support to the Existing Buildings and Compliance Unit in their promotion of energy efficiency financing and strategic financing program planning, issues related to the Buildings and Appliances Standards, AB 802 and SB 350 programs and the compliance software. Respond to requests for assistance and information from project proponents and others interested in energy efficiency financing policy, programs and technologies. Develop and maintain relationships with affordable and multifamily housing industry, related programs and standards, all portions of the industry involved in these programs, including CPUC staff and utilities, local governments, HERS providers and industry practitioners. (E)
- 15% Serve as technical expert to develop guideline and compliance manual information and training material content to assist the industry in complying with standards for new and existing buildings. Maintain an awareness of energy efficiency Standards compliance tools, the development of guidelines and training materials and ensure they effectively support the State's mandatory and reach Standards, in particular as these standards apply to existing buildings and retrofit/alteration projects. (E)
- 10% Present conclusions and recommendations and advise the Commission, governmental agencies, and others on subject matter issues. Testify on request at Commission hearings or on behalf of the Commission before regulatory bodies on issues associated with the subject matter. (E)
- 5% Perform other related duties as required consistent with the specification of the Energy Commission Specialist I 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

<p>_____  <b>Vacant</b> Date          Energy Commission Specialist I (EFF)</p>	<p>_____  <b>Todd Ferris</b> Date          Energy Commission Supervisor II (EFF)</p>
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