



Classification: Energy Commission Specialist III (FO)	Position No. 8200-4949-007 (Data Collection & Data Analysis Specialist)
CBID: R10	Office: Demand Analysis
Date Prepared: May 2017	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist III (FO) is under the general direction of the Energy Resource Specialist III (Managerial) in the Demand Analysis Office (DAO) of the Energy Assessments Division (EAD). The incumbent will serve as the Energy Commission’s top subject matter expert in the area of collecting and analyzing data on an ongoing basis to improve energy demand forecasts in compliance with and to implement Assembly Bill 802 (Williams, Chapter 590, Statutes of 2015) (AB 802). Responsibilities include acting as the Energy Commission’s top technical specialist and subject matter expert overseeing the Energy Commission’s implementation of AB 802 as well as planning, organizing and overseeing research and reports on California market conditions, building and appliance standards compliance, and the impact of energy efficiency programs that incentivize customers to bring buildings from below standard to meet current standards. As a result of this research, the incumbent also will provide expert analyses and input toward the development of state energy policy to the Energy Commission, the Governor’s Office, the state legislature, as well as other public agencies and other stakeholders.

WORKING CONDITIONS. The work is performed primarily indoors in an office and meeting-room setting and involves standing and walking as well as sitting for long periods of time. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; and prepare quality reports and regulations for expert and layperson readers, team members, and contractors. Additional hours beyond the 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 processes, electronic mail, and internet; participate in and lead meetings with other staff and with other agencies. Some travel is required to attend off-site meetings and participate in workshops and hearings.

DUTIES AND RESPONSIBILITIES:

- 40% Serve as the top technical subject matter expert to lead the Energy Commission’s effort to evaluate and assess the impact of real-world market conditions that determine actual end use efficiencies in existing buildings as compared to the efficiency requirements of building codes and appliance standards. To support this effort, review and analyze existing data from past surveys and other existing sources and, if necessary, require and direct the collection of new data for analysis. Work with the DAO’s data collection unit, Energy Commission management, and outside stakeholders to identify and direct collection of these data. (E)
- 25% As the top technical expert, develop and recommend changes to forecasting model end use inputs, in collaboration with the Energy Commission’s lead demand forecaster as well

DUTY STATEMENT



as other supporting forecasting staff, to reflect actual market conditions in order to establish an “existing conditions” baseline for the models, pursuant to AB 802. (E)

20% Lead the Energy Commission’s effort to assess impacts from energy efficiency programs designed to capture energy efficiency savings from buildings originally built below mandated building codes (“below code”) based on the existing conditions baseline previously established. Ensure that these savings are properly reflected in the Energy Commission’s energy demand forecast. (E)

10% Plan, organize, and conduct workshops and meetings, representing Demand Analysis Office analyses and including work of consultants under contract with the EAD. Present findings, conclusions, and make policy recommendations to management, Commissioners, other government agencies, legislature, media, and private entities involved in energy efficiency and forecasting. (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			
_____		_____	
Employee, ECS III (FO)	Date	Siva Gunda, ERS III (M)	Date