



Classification: Energy Commission Specialist III (TED)	Position No. 151-4186-xxx
CBID: R10	Office: Compliance Assistance and Enforcement
Date Prepared: May 18, 2018	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist III (TED) is under the general direction and supervision of the Energy Resources Specialist III (Supervisor) in the Office of Compliance Assistance and Enforcement within the Executive Office (OCAE). The incumbent serves as the highest-level specialist and project lead for multi-disciplinary teams regarding various complex energy technologies and analytical work supporting the Compliance Assistance and Enforcement Program. The incumbent will lead projects, programs, investigations, enforcement activities, training and compliance assistance related to enforcing regulations governing the state's appliance and energy efficiency standards; alternative and renewable transportation fuels and technologies; thermal power plants 50 megawatts and larger; and the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities. The incumbent will provide expert guidance on highly complex and technical issues; and provide expert consultation on all appliance efficiency enforcement matters. Duties may include: contract and project management; program metric development and maintenance, developing budget proposals and work plans, leading student assistants, training new staff, reviewing and editing staff correspondence, monitoring and reviewing data generated from surveys and testing, conducting the most complex and technical case investigations and enforcement actions; coordinating with policy committees including technical and legal staff, manufacturers, trade associations, federal government, national laboratories, industry experts, public and standards advocacy groups on issues associated with the enforcement of state and federal regulations.

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, test lab audits, 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:

- 25% Serve as the project manager for enforcement lead generation and oversee coordination with OCAE staff, the Efficiency Division staff and management, and Energy Commission attorneys to identify targets for investigation (e.g., retailers, distributors and manufacturers). Provide expert technical guidance, analysis, direction, and evaluation to turn these leads into investigations. This includes use of leads submitted to the Energy Commission by third parties, fieldwork, laboratory testing, use of the market survey results generated by the Energy Commission's



outside consultant(s), and internal development of leads. Serve as the contract manager or provide oversight leadership for the Energy Commission's contract with the California State University, Sacramento Engineering Energy Efficiency Test Laboratory. Manage alternative fuel and energy-related technology development project. (E)

- 25% Serve as a high-level specialist and lead on investigations on high profile, complex enforcement cases. Gather evidence to support case investigations through internet searches, fieldwork and communications with market participants on compliance enforcement violations. Work with advisory groups and provide expert consultation services to develop compliance assistance materials and provide training to industry to facilitate compliance with the applicable energy efficiency standards. Prepare and maintain the most sensitive and complex compliance assistance and enforcement documents (e.g. manufacturer, distributor and retailer contact letters, warning notices and advisories, notices of violation, and other correspondence). Schedule and conduct the most sensitive and complex settlement conferences, and assist staff in conferences as needed. Coordinate litigation efforts, as needed. Develop and maintain suitable record-keeping protocols and files (electronic and hardcopy) and mentor staff in their proper use. Train and mentor staff assigned to investigations. Evaluate promising energy technologies and their potential impact on California's economy and environment. (E)
- 15% Review and edit all investigator correspondence and settlement agreements for technical content and accuracy. Assist with developing budget proposals and work plans. Recruit, interview, hire, and supervise student assistants. (E)
- 10% Serve as the program lead and liaison between the Efficiency Division and other Commission Divisions and the OCAE to coordinate and collaborate on all applicable regulations and enforcement database issues. Coordinate and communicate with local, State, and Federal agencies, energy and environmental advocacy groups, and building and appliance industry representatives regarding energy efficiency.
- 10% In collaboration with the Chief Counsel's Office, prepare documents for administrative, judicial processes and successful case conclusions (including case investigation reports, evidence gathering, preparation and presentation., written and oral testimony, etc.), and assist attorneys with developing facts, evidence and technical support for incorporation in legal documents (e.g. complaints, answers, motions, briefs, interrogatories, proposed decisions, etc.) used in Energy Commission and Office of Administrative Hearings proceedings and possibly at state trial or appellate court hearings. Testify in these adjudicatory hearings as needed. Develop and coordinate deterrence plan with media office for press releases, education via various media. Assist in settlement agreements. As policy consultant for the OCAE, prepare and testify at Energy Commission workshops and hearings or on behalf of the Energy Commission before legislative bodies, governmental entities, and agencies on OCAE issues (E)
- 10% Serve as a project coordinator and oversee the audit program for manufacturer test laboratories to ensure they are testing in accordance with the applicable

DUTY STATEMENT



regulations and test procedures. As policy consultant for the OCAE, advise the Governor's Office, Commissioners, executive management staff, legislative bodies, governmental entities, and other applicable entities regarding policies, programs and technical issues (E)

5% Perform other duties as required consistent with the specifications of this classification.

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	
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