

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 450-4184-xxx
<b>CBID:</b> R10	<b>Office:</b> Standards Compliance
<b>Date Prepared:</b> March 20, 2018	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (TED) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Standards Compliance Office of the Efficiency Division. The incumbent will independently perform various complex energy technologies, sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will analyze issues associated with energy technology development and to use and manage a variety of energy research development and demonstration projects. Incumbents develop the information necessary to perform comparative evaluation of energy supply and efficiency improving technologies and alternative fuels; analyze issues associated with energy technology development and use; and manage a variety of energy research development and demonstration projects. The incumbent will develop energy supply, conservation, resources, technologies, and systems as they might be deployed in California or elsewhere; evaluate, compare, and contrast the roles that various technologies might play in meeting California's future energy needs; manage various technology development projects, and prepare recommendations for Commission considerations. The incumbent will serve as one of the technical experts on Building Standards Compliance and Enforcement, responsible for the developing a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California.

**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 kick-off meetings, workshops, and hearings. 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 Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 40% Serve as a team lead to conduct research and analysis, and provide technical leadership, direction, and coordination in efforts to increase compliance with and enforcement of the Building Energy Efficiency Standards. Identify the barriers to compliance and develop programs to overcome those barriers resulting in increased compliance with the Building Energy Efficiency Standards that can be quantified and reported. (E)
- 20% Serve as a technical expert on Building Standards Compliance and Enforcement. Develop a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California by coordinating with other state

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agencies (e.g., Contractor State Licensing Board, Board of Engineers, and Public Utilities Commission), utilities, building departments, builders, and others. Develop procedures and processes for contacting and working with the various parties. Develop a process to quantify the energy savings and carbon emission reductions achieved through the increased compliance with the Building Energy Efficiency Standards for reporting purposes. As project manager, lead technical staff in the accomplishment of the program goals. (E)

- 15% Engage stakeholders to investigate; identify and evaluate Building Energy Efficiency Standards compliance and enforcement barriers, develop program solutions, plan future programs, and solicit stakeholder input to implement the goals of the Compliance and Enforcement program. (E)
- 10% As a technical expert, represent the Commission by attending workshops, hearings, and conferences on issues associated with the Building Energy Efficiency Standards program and the California HERS program. 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)
- 10% Manage contracts, related to compliance and enforcement issues surrounding the Building Standards and the California Home Energy Rating System program. (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**

<p>_____  <b>Vacant</b> Date          Energy Commission Specialist I (TED)</p>	<p>_____  <b>Lea Haro</b> Date          Energy Resources Specialist III (Supervisory)</p>
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