



Classification: Energy Commission Specialist II (TED)	Position No. 5200-4185-002
CBID: R10	Office: RPS Verification Unit
Date Prepared: November 15, 2017	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Resources Specialist III (S), the incumbent serves in the Renewable Energy Division as lead staff for the for the Verification Unit of the Renewables Portfolio Standard (RPS) Program. The incumbent is expected to develop knowledge of the history and current requirements of the RPS Program; renewable and non-renewable energy resources; load serving entities in California; electricity markets; reporting and procurement requirements under the RPS Program; and RPS Program verification and compliance activities and processes. The incumbent must display a thorough understanding of California’s renewable energy laws, regulations, and policies as well as the role of the energy sector in achieving California’s greenhouse gas emissions reduction goals.

The incumbent will assist the Energy Resources Specialist III (S) in efforts to mentor and train staff, plan unit activities, and manage workload and tasks to ensure completion all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

WORKING CONDITIONS:

The work involves sitting, standing, and walking and is performed in an indoor office and meeting room setting and at times in the field at energy facilities. The candidate must work well with people inside and outside the Commission, including policy-makers and members of the general public. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. The incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; the incumbent will be required to participate in and lead meetings with other staff.

DUTIES AND RESPONSIBILITIES:

- 40% Act as lead staff and the primary point person for the implementation of verification and compliance activities for the RPS program. Specific duties include: assisting the ERS III (S) with developing strategic plans for the continued implementation and improvement of the RPS Program Verification Unit; evaluating current program implementation; developing recommendations for program improvements; presenting recommendations to office and division management; implementing approved project plans; coordinating activities with the



RPS Certification Unit and other Commission programs and divisions; planning, developing and implementing outreach to program participants; and developing regular program status reports. The incumbent will also develop training materials, tracking and documentation tools, and program guidance to support development of staff. The incumbent will review staff deliverables to ensure work products are complete and accurate. (E)

- 25% Contribute directly and lead other staff in contributing to updates to the RPS Eligibility Guidebook, program regulations, methodology reports, reporting templates and forms, internal documents used in completing RPS verification and compliance activities, and all related program materials. The incumbent will oversee efforts to plan, document, and test new functionality and improvements to current functionality in the RPS Online System. Activities will include identifying necessary updates and developing recommended changes, developing detailed project plans to implement changes, briefing management and Commissioners throughout the process, and ensuring development of the highest quality materials. (E)
- 15% Lead staff and contribute to the verification of procurement and generation claims for the RPS, specializing in the most complex issues. Responsibilities include reviewing and evaluating submitted reports and supporting documentation, ensuring proper application of program guidelines; serving as a technical expert, which requires expertise and specialized knowledge of methods and processes; tracking status of verification activities; and extensive communication with program participants and stakeholders. (E)
- 15% Act as an Energy Commission representative to engage public and private entities addressing issues relating to RPS Verification and Compliance. Develop and maintain liaison with state and local agencies and private partners to support their involvement in the Energy Commission's programs. Advise upper management and Commissioners about the most complex issues related to RPS Verification activities. The incumbent will represent the Office, Division, and Energy Commission and present at meetings, conferences, and seminars. (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	
<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 5px;"> VACANT Date </div> Energy Commission Specialist II (TED)	<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 5px;"> ROXANNE HENRIQUEZ Date </div> Energy Resources Specialist III (Sup)