

Classification: Energy Analyst	Position No. 8300-5837-003
CBID: R10	Office: Supply Analysis/Transportation Fuels
Date Prepared: November 15, 2017	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the direct supervision of an Energy Resources Specialist III (Supervisory) in the Supply Analysis Office of the Energy Assessments Division, the incumbent will serve as part of an interdisciplinary team that monitors and analyzes California’s transportation fuels network as part of the Petroleum Industry Information Reporting Act (PIIRA) data collection program. The incumbent performs a variety of data entry, consultative, and analytical tasks of average difficulty using data analysis and data management tools.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an 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 processing, spreadsheet and data management programs, electronic mail, WebEx, and Internet browsers. The incumbent will participate in meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 25% Assists in the data entry and quality control activities related to the PIIRA data collection activities. Works as a team member in the development of new databases and reports to ensure that the PIIRA program and other Transportation Fuels Data Unit data sources are meeting technical and administrative objectives. (E)
- 25% Collects data and analyze trends in transportation fuel issues and their implications for California. Incumbent also assists in the preparation of studies and analysis of transportation fuel production and distribution, including the production, pricing, and distribution of alternative and petroleum based fuels. (E)
- 25% Disseminates information on California’s transportation fuels infrastructure and markets in response to data requests from Energy Commission management, Commissioners, other government agencies, and the general public. Incumbent will also monitor Transportation Fuels Data Unit information found on Energy Commission websites to ensure the information is timely and accurate. (E)
- 10% Assists in complex economic and statistical methodologies to evaluate California’s transportation fuels infrastructure needs and changes. (E)



- 10% Provides support to senior analytic staff on issues affecting the transportation fuel industry.
(E)
- 5% Performs 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 Energy Analyst	Date	Ryan Eggers, Supervisor Energy Resources Specialist III (Supervisory)	Date