



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Associate Governmental Program Analyst

Working Title: Associate Governmental Program Analyst

Position Number: 535-330-5393-804

Division/Office: Energy Research and Development/Energy Systems Research

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: February 2021

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Energy Resources Specialist III (SUP), the incumbent serves as part of interdisciplinary and/or interdivisional teams, to implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct research, development, and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. At the full journey person level, the incumbent performs a variety of consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical projects; and consults with experts in the field. The incumbent plans, organizes, implements, and reports on the R&D Division's program activities.

Essential Duties

40% **Funding Agreement Development and Review** Individually or as a member of a team, the incumbent serves as the subject matter expert in leading R&D technical staff in developing research agreements. The incumbent reviews and recommends edits or content changes to the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives which determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships.

- 20% **Meeting Management** The incumbent is responsible for oversight and finalizing documents for the Pre-Lead Commissioner Briefing and final R&D Lead Commissioner Briefing (LCB). Analyze and make recommendations on issues; analyze the technical content of materials to ensure clarity and conciseness; and finalize and prioritize technical materials for meetings and agendas. Serve as meeting host for both the Pre-LCB and R&D LCB meetings either in web-based or in-person meetings. Work with CEC's secretariat to ensure Business Meeting agenda items are submitted with a summary of the proposed items. Attend both preliminary and final agenda review meetings, enter results of the Business Meeting for funding agreements in PIMS and prepare a report of project awards approved at the Business Meeting.
- 10% **Funding Agreement Streamlining** Create new forms and templates, as needed, to streamline the funding agreement process. The incumbent will independently assess when templates need to be revised. The incumbent will be independently responsible to ensure that the revised templates meet or exceed the expectations set by the Legal Office, Contracts Office, and/or the Grants and Loans Office. The incumbent will correct the Project Information Management System (PIMS) database files for future agreements and work with PIMS to update and modify the business application process, as needed.
- 10% **Funding Agreement Development Training** Develop and deliver departmental short- and long-term training that aligns with R&D's strategic goals and objectives. Prepare a training needs assessment, evaluate, develop, and design a variety of training materials for both classroom and web-based training, such as lesson plans, manuals, workbooks, job aids, videos, PowerPoint presentations, and other relevant material. The incumbent will deliver classroom and web-based training for R&D staff that addresses specific learning objectives, follows generally accepted adult learning methodologies, and accommodates different learner styles, and ensures courses provide a value-added experience for R&D staff. The incumbent will evaluate completed training and make recommended improvements as needed.
- 10% **Funding Agreement Management** Prepare the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement and contract document. Establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. Verify that all contract terms and conditions have been met before approving invoices, and, if necessary, dispute a particular invoice; review work conducted by the contractor; and make site visits. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the contract status.
- 5% **Policy and Planning Analysis** As a member of a team, the incumbent will perform management analyses related to the R&D Program to be used in developing program and policy recommendations for consideration by Office and Division management, R&D Program Area Leads and Commissioners. The incumbent will prepare reports on R&D Program policy issues. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the status of the analysis.

Marginal Duties

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

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required to conduct project site visits. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Jesselyn Rosales

Supervisor's Signature: _____ **Date:** _____