



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 8/2022)

Please update sections in red for your specific position.

Classification(s): Energy Commission Specialist II

Working Title: Project Management and Regulatory Specialist

Position Number: 535-610-4185-950

Division/Branch or Office: Fuels and Transportation Division / Special Projects Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): 2

Effective Date: January 26, 2022

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 general direction of the Energy Resources Specialist III (Supervisory), the Energy Commission Specialist II will perform work requiring a high level of knowledge, skill, and ability in a wide variety of analytical tasks associated with the Clean Transportation Program (CTP), which deploys significant funds to support the transition to zero-emission vehicles and infrastructure. The incumbent will lead rulemakings and the development of regulations, including an electric vehicle charger reliability rulemaking incorporating an informational phase and rulemaking phase. The incumbent will provide expert guidance on highly complex technical and economic issues related to the development and use of alternative and renewable fuels and vehicle technologies in California's transportation sector, specializing in the advancement of technologies across light-duty, medium-duty, heavy-duty, bus, off-road, and other mobile vehicular platforms.

The incumbent will serve as a lead program planning and program implementation specialist. The incumbent will perform sensitive and complex analyses requiring a high degree of judgment and technical knowledge. The incumbent will have responsibility for projects requiring coordination of several staff inside and outside of the Energy

Commission. Projects led by the incumbent are critical to the mission of the Energy Commission, addressing broad national issues such as global climate change.

Essential Duties

- 45% **Technical and Policy Resource Specialist:** Serve as an expert on specialized technological advancements for the Fuels and Transportation Division. Represent the Division and Energy Commission at senior level multi-stakeholder workgroups and policy forums with other state and federal agencies, automobile manufacturing companies, other units/offices and divisions of the Energy Commission, and non-profit advocacy and environmental organizations. Represent the branch and division at internal briefings before the Transportation Commissioner. Provide expert consultation and testimony on alternative fuels for proceedings, such as the annual investment plans, action plans, development roadmaps, and integrated energy policy reports. Lead the regulatory and rulemaking components of assigned rulemakings, including the informational phase, regulation phase, and any associated tasks. The incumbent will help create and implement the regulation. Implement project management best practices and activities, including associated tasks to deliver timely products and results.
- 25% **Lead Quality Control:** Act as a team lead on projects, ensuring a high degree of quality control over all work products and deliverables.
- 20% **Advising:** Make informed recommendations related to planning, budget requests, procedures, and policies for consideration by the supervisor of the unit.

Marginal Duties

- 10% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission

plays an active and meaningful role in creating an environment that enables each employee to thrive.

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): Taylor Marvin _____

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