



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Proposed

Classification(s): Energy Commission Specialist II

Working Title: Electric Vehicle Charging Infrastructure Specialist

Position Number: 535-610-4185-9XX

Division/Branch or Office: Fuels and Transportation Division/ Equitable EV Infrastructure Access and Corridors Unit

Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Date Approved: 3/26/2025

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 Program and Project Supervisor, 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 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.

Essential Duties

40% **Solicitation Development and Management:** Develop and oversee multi-million-dollar funding opportunities related to electric vehicle (EV) charging infrastructure, electric vehicle market trends, electric vehicle charging infrastructure use-cases and applications, behavior shifts, and other alternative fuels-related technological developments. Serve as a team leader, coordinating the work of other staff specialists for solicitation development when required. Establish and maintain technical and business relationships with agreement recipients, participate in regular progress reporting conference calls, evaluate and coordinate approval of agreement amendments, receive and review progress reports, prepare project evaluations,

verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute particular invoices), conduct independent and in-depth technical reviews of work conducted by the agreement recipients, and make recommendations to branch, division, and Commission management on the status of projects. Serve as the key point of contact on funding opportunities and issues with industry counterparts and grantees.

- 20% **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.
- 15% **Lead Quality Control:** Act as a team lead on relevant projects, ensuring a high degree of quality control over all work products and deliverables.
- 10% **Collaborating and Coordinating:** Serve as subject matter expert in leading the EV charging infrastructure activities. Represent the Division and Energy Commission at stakeholder workgroups and policy forums with other state and federal agencies, professionals, and energy policy experts to increase understanding of barriers and contribute to identifying opportunities and pathways to increase access to EV charging infrastructure. Lead the coordination of activities and program requirements with stakeholders, including the energy industry, trade associations, utilities, the public, and other state, federal, and local agencies. Facilitate workshops, conferences, trainings, and outreach events. Respond to stakeholder inquiries, including drafting and reviewing responses, necessary policy research, data querying, and coordination of meetings between stakeholders and staff.
- 10% **Advising:** Make informed recommendations related to planning, budget requests, procedures, and policies for consideration by the supervisor of the unit.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: A wide range of energy technologies and associated deployment and use issues; Federal, State and local energy related environmental goals, policies and organizations.



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Ability to: Coordinate the complex technical work of others, act as a team or conference leader to analyze the more technical and complex situations accurately and take effective action; establish and maintain project priorities; testify as subject matter expert (geothermal solar, wind and other renewable energy development, technology and fuel demonstrations, recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies) before the Commission and other groups; and serve as the Commission's top adviser in such areas; effectively employ computer techniques for problems solving; and consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of State energy community on a wide variety of energy forecasting, modeling and fuel-related issues and topics.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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): Bridey Scully

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



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Collective Bargaining Identifier (CBID): R10

Work Week Group (WWG): E

Date Approved: 3/26/2025

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 Program and Project Supervisor, in the Equitable EV Infrastructure Access and Corridors Unit of the Fuels and Transportation Division, the incumbent independently performs more complex, 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 facilitate the development and deployment of projects related to alternative and renewable fuels, infrastructure, and vehicle technologies in California, by performing complex technical tasks.

Essential Duties

35% **Project Development and Agreement Management:** Act as the Energy Commission's project manager for funding agreements to accelerate deployment of electric vehicle charging infrastructure. Establish and maintain technical and business relationships with agreement recipients, participate in regular progress reporting conference calls, evaluate and coordinate approval of agreement amendments, receive and review progress reports, prepare project evaluations, verify that all agreement terms and conditions have been met before approving invoices (if necessary, dispute particular invoices), conduct independent and in-depth technical reviews of work conducted by the agreement recipients, conduct project site inspections to ensure projects meet technical, fiscal and administrative objectives, and brief and make

recommendations to branch, division, and Commission management on the status of projects. As needed, lead peer teams to accomplish these tasks.

- 30% **Solicitation Development:** Develop grant funding solicitations, agreements, and other appropriate measures proposed for Commission funding. Review proposals, prepare scope of work documents, budgets, schedules, special conditions, measurable technical and economic objectives to determine project success, and other materials necessary to finalize and manage funding agreements.
- 20% **Collaborating and Coordinating:** Build and maintain partnerships with major organizations including industry, environmental groups, and community-based organizations. Document business trends and evaluate market opportunities that can spur clean transportation technology adoption. As needed, evaluate clean transportation access, gaps, and needs including in disadvantaged, low-income, and rural communities. Assist in evaluation of scenarios, risks, and opportunities in collaboration with internal and external partners. Maintain relationships with staff at other State agencies, and track and document updates to activities that affect the Fuels and Transportation Division.
- 10% **Review work products:** Work independently and/or participate in a team to address issues and barriers and recommend policy options to maintain and increase the development of alternative and renewable fuels and vehicle technologies.

Marginal Duties

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

Knowledge, Skills, and Abilities

Knowledge of: A wide range of energy technologies and associated deployment and use issues energy supply and demand forecasts and analytic methodologies, energy policy issues affecting or resulting from energy technology development; , and project management techniques; California Public Resource Code pertaining to energy resources conservation and development; principles of physical sciences, transportation, and engineering; principles of econometric and end-use energy demand forecasting, energy resource development, conversion, distribution, and conservation; energy sources and use within the California economy; energy technology costs and cost-accounting methods; recent research and development projects related to the use of petroleum, natural gas, biomass and other synthetic fuels; energy technology environmental impacts, including emissions, waste streams, volumes and characteristics; energy technology public health impacts, air quality impacts and risk analysis; general provisions of social and economic implications of geothermal, solar, wind and other renewable energy development, technology and fuel demonstrations, resource planning and facility construction; recent research and development projects in electrical, nuclear, geothermal, and other energy sources and their related fuels and technologies; Federal and State energy policy; and decision theory, probabilistic risk assessment, and techniques of comparative evaluation, and Federal, State



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and local government, utilities and private agencies in energy research and regulation.

Ability to:

Reason logically and creatively, evaluate and apply a variety of analytical and research methods for the purpose of systematic, critical, and thorough analysis of energy problems or prospective issues leading to formulation, testing, or revision of State and/or Federal energy policies; utilize available computer systems for data base and/or computational applications; manage contracts; analyze energy data and present ideas and information effectively both orally and in writing; communicate in both written and oral formats; prepare and give testimony in planning and regulatory proceedings; develop and use complex computer programs and analytic models; develop and evaluate fuel alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; evaluate and quantify the effect of research, development and demonstration programs on energy systems; analyze situations accurately and take effective actions, and act independently within the guidelines set forth by the Commission; present ideas and analysis cogently and effectively; and consult with and advise other staff management, Commissioners, or others on the relative merits of specific energy technologies and the impact of various energy policies.

Working Conditions

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