



Classification: Energy Analyst	Position No. 3300-5837-
CBID: R10	Office: Energy Systems Research Office
Date Prepared: October 2016	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about electricity generation, transmission, and use; applicable environmental laws, ordinances, and regulations; and the environmental implications of advanced energy technologies and their relationship to competitive energy markets. The incumbent performs responsible and varied work of average difficulty to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and 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, spreadsheets and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

DUTIES AND RESPONSIBILITIES

50% Contract Management. The incumbent will assist in the preparation of the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document for R&D projects. The incumbent will establish and maintain a business relationship with the contractor; resolution, approve contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections. The incumbent will assist in briefing Office, Division, and Commission management on the status of projects. (E)



- 20% Program Planning. As member of a team, the incumbent will assist in performing analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management, and Commissioners. The incumbent will assist in the preparation of reports. The incumbent will assist in briefing Office, Division, and Commission management on the status of analysis of a variety of energy technology development topics. (E)
- 10% Technology and Information Transfer. The incumbent will assist in preparing reports and presentations on project, program and technology issues and achievements. The incumbent will assist in briefing Office, Division, and Commission management on the status of the analysis. The incumbent will assist in the development and preparation of input to R&D Program's Annual Report to the legislature. The incumbent will assist in the development of content for the R&D Program's Internet site. (E)
- 10% Research Results Dissemination. Assists in the finalization of project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals. (E)
- 5% Public Information. The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular. (M)
- 5% Other Duties. Other duties as required consistent with the 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			
Incumbent	Date	Incumbent	Date
Energy Analyst		Energy Resources Specialist III (Supervisory)	