

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

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| Classification: Energy Analyst | Position No. 420-5837-070 |
| CBID: R10 | Office: Existing Buildings and Compliance |
| Date Prepared: August 9, 2016 | Division: Efficiency |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent will perform work of average difficulty in a wide variety of consultative and analytical energy assignments supporting the Existing Buildings Program to increase energy efficiency of the existing building stock.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-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, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 35% Perform routine technical and analytical work supporting the Existing Buildings Program. Provide support, conduct research and analysis, provide technical assistance, and assist in the coordination efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock. Assist project managers in the implementation of projects and programs. Coordination efforts include working with staff in other offices of the Efficiency Division, other Divisions within the Energy Commission, other agencies, utilities, non-governmental organizations, and the public. (E)
- 35% Assist in quantitative analyses of electronic data pertaining to existing buildings and energy and water efficiency. Support technical and policy analyses associated with the Existing Buildings Energy Efficiency Action Plan (2015) and non-residential energy efficiency programs. Perform technical and economic analysis regarding programs managed or overseen by investor-owned utilities, publicly-owned utilities, the California Public Utilities Commission, other California agencies, counties, and cities. (E)
- 20% Assist in the management of contracts and work authorizations related to the Existing Buildings Program. Assist the contract manager or project manager. Responsibilities will include assisting in the preparation of business requirements for technical work, solicitation documents or work authorizations, conducting bidders' conferences, proposal evaluation and selection, negotiation of scopes of work, work authorizations, deliverables and costs (labor fees and direct expenses), preparation of contracts and request memos, assigning

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work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

- 5% Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs and building energy and water efficiency. Performing this duty may require travel. (E)
- 5% Perform 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

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| Vacant _____ Energy Analyst Date | Abhilasha Wadhwa _____ Energy Commission Supervisor II (EFF) Date |