

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Commission Specialist II (EFF)	<b>Position No.</b> 430-4936-012
<b>CBID:</b> R09	<b>Office:</b> Building Standards
<b>Date Prepared:</b> July 1, 2016	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist II (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Office of the Efficiency Division. The incumbent will serve as a prime resource and innovator for building systems, technologies, strategies and programmatic evaluations addressed and impacted by the Building Energy Efficiency Standards, SB 350 and AB 802 programs. This includes subject matter expertise for energy efficiency and renewable energy financing for affordable and multifamily residential housing, nonresidential buildings used by California businesses including small businesses and startups, and other building types. The incumbent independently performs energy-related work that is highly complex due to the rapid development of technologies and strategies that are sensitive and highly prioritized due to extremely high legislative and media attention, and potential multi-state impact. The incumbent is responsible for the development of these subject matters in both mandatory and reach Standards, including evaluation and recommendation of new technologies and approaches, and providing expert consultation on the subject matter for developing compliance tools and compliance manual and guideline information and training material content.

**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 meetings, 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:**

40% Act as the lead or prime resource subject-matter expert in energy efficiency financing, the purchase and rental process, affordable and multifamily housing, nonresidential spaces used by small businesses and startups, and the effects of upgrades to new and existing buildings to support the development and implementation of the Building and Appliance Energy Efficiency Standards, including standards implemented through SB 350 guidelines, AB 802 existing building actions, and other programs. Develop partnerships with professional and trade organizations related to developing building energy efficiency standards and compliance tools, guidelines and training material content. Responsibilities include the development of these subject matters in both mandatory and reach standards including the most complex issues facing the delivery of the comprehensive programs through the requirements of SB 350 and the implementation of AB 802. Maintain ongoing Commission expertise in energy efficiency and renewable energy costs, financing, program applications and research including serving as a Commission liaison between other government agencies and private sector organizations. Assist in developing, and provide

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programmatic support for, updates to CBECC public domain building modeling software necessary to accurately model the effects of energy efficiency upgrades in existing buildings. (E)

- 30% As prime resource subject matter expert develop guideline and compliance manual information and training material content to assist the industry in complying with standards for new and existing buildings. Develop and maintain relationships with affordable and multifamily housing and related programs and standards, all portions of the industry involved in these programs, including CPUC staff and utilities, local governments, HERS providers and industry practitioners. Maintain an awareness of how EE Standards compliance tool, guidelines and training material development efforts of these groups to ensure they effectively support the State's mandatory and reach Standards, in particular as these standards apply to existing buildings and retrofit/alteration projects. (E)
- 15% Provide energy efficiency financing and strategic financing program planning support on issues related to the Buildings and Appliances Standards, AB 802 and SB 350 programs, and respond to requests for assistance and information from project proponents and others interested in energy efficiency financing policy, programs and technologies. (E)
- 10% Present conclusions and recommendations and advise the Commission, governmental agencies, and others on subject matter issues. Testify on request at Commission hearings or on behalf of the Commission before regulatory bodies on issues associated with the subject matter. (E)
- 5% Perform other related duties as required consistent with the specification of the Energy Commission Specialist II 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**

<b>Vacant</b> _____ Date Energy Commission Specialist II (EFF)	<b>Todd Ferris</b> _____ Date Energy Commission Supervisor II (EFF)