



Classification: Energy Analyst	Position No. 3300-5837-933
CBID: R10	Office: Energy Systems Research Office
Date Prepared: August 29, 2017	Division: Energy Research and Development

KEY: (E) IS ESSENTIAL, (M) IS MARGINAL

Under the 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 will assist in developing, implementing and administering public interest energy research RD&D for the natural gas (NG) Infrastructure Safety and Integrity Research Program. The incumbent assists with analyses of average difficulty and perform responsible and varied work to support NG RD&D funding in the areas of NG pipeline and storage safety and integrity; supports program planning; manages NG RD&D projects; prepares and communicates research results/benefits; 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

35% Contract Management. The incumbent will assist in the preparation of public workshops for: competitive solicitations, to highlight the research program, and to seek public input on research direction and gaps. The incumbent will review research proposals for competitive processes, and prepare work statements, budgets, schedules, special conditions, and measurable technical and economic objectives that will be used to determine project benefits. The incumbent will establish and maintain a business relationship with the contractor; provide advice in establishing a technical advisory committee, make recommendations on 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 are 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 at least twice a year. 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 NG RD&D to be used in developing program and policy recommendations for consideration by Office and Energy Commission management, and Commissioners. The incumbent will assist in the preparation of NG RD&D workshops to scope research topics, develop research roadmaps, and for other planning purposes. The incumbent will assist in briefing Office, Division, and Commission management on the status of a variety of energy technology development topics. (E)
- 20% Technology and Information Transfer. As member of a team, the incumbent will assist in performing analyses to assess the results and benefits of NG infrastructure safety and integrity research. The incumbent will also assist in communicating program and policy recommendations for consideration by Office and Division management, and Commissioners. The incumbent will assist in briefing Office, Division, and Commission management on the status of a variety of energy technology development topics. (E)
- 10% Research Results Dissemination. Assists in finalizing 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)
- 10% 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 Energy Analyst	_____ Supervisor Energy Resources Specialist III (Supervisor)	_____ Date	_____ Date