



Classification: Energy Analyst	Position No. 3500-5837-9XX
CBID: R10	Office: Energy Deployment and Market Facilitation
Date Prepared: December 14, 2017	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (TED), in the Energy Deployment and Market Facilitation Office, the incumbent serves as a member of an interdisciplinary team to plan, develop, implement and administer the State’s food processing program. This program is funded by the Greenhouse Gas Reduction Fund (GGRF) per Assembly Bill 109 (Budget Act of 2017). The incumbent performs work of average difficulty in a wide variety of consultative and analytical tasks in support of the food processing program.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to conduct project site visits, 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, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

DUTIES AND RESPONSIBILITIES:

50% Project Management. The incumbent will assist in the management of food processing projects. Responsibilities include, but are not limited to assisting in the development and implementation phases of the food processing program which includes but is not limited to: a) program guidelines and other documents required to obtain the GGRF funds; b) program applications and solicitation materials; c) quantification methodologies and site verification for determining energy savings, greenhouse gas reductions and other benefits associated with funded technologies; d) public outreach and work shop materials, including maintaining websites; e) prepare/review program applications, work statements, budgets, schedules, and other materials necessary to finalize the funding agreement; f) identify measurable technical and economic objectives to be used to determine project success; g) maintain business relationships with the contractor, Energy Commission staff and others associated with the agreement; h) initiate and approve agreement amendments; i) review contractor’s progress reports and prepare evaluations of the project; j) review and approve invoices and track expenditures; k) conduct independent and in-depth technical reviews of the work conducted by the contractor; l) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; m) provide presentations to office, division, and Commission management on the status of the project or on requesting funding for projects at a Commission business meeting;



n) prepare monthly, annual reporting to the California Air Resources Board concerning the funded project. (E)

- 25% Solicitation Management. Assists the project lead in the development and management of food processing program solicitations. Responsibilities include assistance in: a) developing program and funding strategies and specific technologies to be implemented in the near, mid and long term; b) identification of food processing industry barriers that the program hopes to overcome; c) the administration of solicitation activities including developing and writing solicitation documents; d) bidders' conferences and responding to questions; e) reviewing proposals and working with the score team in completing proposal evaluations and scoring; f) preparing the notice of proposed awards; and, g) participating in debriefings with unsuccessful bidders. (E)
- 20% Perform Analysis. Assist in performing analysis to identify and evaluate future technologies for the food processing sector for near, mid and long term implementation to achieve the State's greenhouse gas reduction and energy saving goals. The incumbent will assist in conducting research to identify industry needs and research gaps; collecting and analyzing project information from existing projects to help the project lead determine future improvements needed to ensure uptake of technologies by the food processing sector; analyzing and calculating energy savings and cost savings, greenhouse gas reductions and other project benefits; and assist in the preparation of technical reports, case studies, spreadsheets and databases. (E)
- 5% Other Duties. 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	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Incumbent Date Energy Analyst	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Supervisor Date Energy Commission Supervisor II (TED)