PROPOSED

STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Energy Resources Specialist III (Managerial)

Working Title: Manager

Position Number: 535-510-4805-005

Division/Office: Renewable Energy/Administration

Collective Bargaining Identifier (CBID): M10

Work Week Group (WWG): E

Effective Date: March 11, 2021

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general direction of the Deputy Director of the Renewable Energy Division, the Energy Resources Specialist III (Managerial) (ERS III (M)) is responsible for planning, organizing, directing, and managing the staff and activities of the Renewable Portfolio Office. The incumbent will have full management responsibility for the most complex and sensitive program issues having statewide impact; act as an expert on renewable energy programs; establish policy and priorities; and provide strong leadership and direction toward the accomplishment of major program issues.

In collaboration with unit supervisors and division leadership, plans and oversees all office activities including the implementation of incentive, loan and grant programs, administration of programs that provide technical assistance on energy efficiency and renewable energy technologies, and intra- and inter-agency efforts to support adoption of energy efficiency measures and renewable energy technologies. The ERS III (M) advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues related to the implementation of office programs. The ERS III (M) will serve as a primary point of contact for other states, program partners, and local, state and national renewable energy program administrators. The ERS III (M) will also manage hiring, staff retention, mentorship and performance management for staff and supervisors in the office.

Essential Duties

40% Plan, organize, direct, and manage the work of professional staff engaged in developing and implementing renewable energy programs and initiatives. Prioritize work to ensure that work products are complete, timely, and of high quality. Balance ongoing workload with unplanned and high-priority requests to ensure that critical work is completed. Keep the Deputy Director, executive management and Commissioners apprised of project status.

20% Advise and make recommendations to the Deputy Director, Executive Director, and Commissioners regarding program policy and technical issues. Assist the Deputy Director in developing programs, policies and procedures.

15% Recruit, train, coach, develop, and evaluate the performance of technical and clerical staff. Ensure that staff develop program and technical expertise and support overall staff development.

10% Coordinate with federal, state, regional and local agencies, public and private organizations and groups affected by or interested in the division's programs. Represent the Energy Commission before federal, state, and local agencies as needed. In this capacity, the incumbent will deal with highly sensitive and/or complex subject matter.

10% Prepare, monitor, and update office work plans, budgets, and administrative and fiscal reports.

Marginal Duties

5% Perform other duties as required consistent with the specifications of this classification.

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): Vacant _____

Employee's Signature: _____ **Date**:_____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Natalie Lee

Supervisor's Signature:_____ **Date**: _____