



**State of California**  
**California Energy Commission**  
**DUTY STATEMENT**  
CEC-004 (Revised 5/2023)

**Classification:** Program and Project Supervisor, Public Utilities Commission

**Working Title:** Standards Tools Development Unit Supervisor

**Position Number:** 535-430-3504-XXX

**Division/Branch:** Efficiency/Building Standards

**Collective Bargaining Identifier (CBID):** S09

**Work Week Group (WWG):** E

**Effective Date:** February 1, 2024

**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 Program Manager of the Building Standards Branch, the incumbent has full supervisory responsibility for the most complex and sensitive programs including administrative oversight, planning, organizing, directing, and managing the staff, programs, and work activities of the unit. The Standards Tools Development Unit works with a multidisciplinary staff of engineers, scientists, and contractors who develop, enhance, and maintain software tools and compliance manuals in support of the California Energy Code and statewide building decarbonization policies. The incumbent confers with the Program Manager, Deputy Director, Director, Executive Director, and Commissioners on a broad spectrum of technical subject areas within the unit's portfolio. The incumbent represents the unit, branch, division, and the Commission before various state, federal, and local agencies, and organizations with roles in shaping the state's energy policies; and participates in proceedings and hearings as a subject matter expert. The incumbent serves as an expert resource on policy, technology, market, and strategic issues, and participates in extensive engagement with other Commission divisions; state, federal, and local agencies; industry stakeholders; and the public.

## Essential Duties

- 30% **Unit Supervision:** Direct personnel and supervision activities over the unit, including hiring, training, retention, staff development, probationary and annual performance review, and progressive discipline. Plan, direct, and coordinate the work of the staff and the unit. Oversee, guide, develop, and coach the staff implementing unit programs, projects, and regulations. Conduct performance management aligning with Commission expectations. Provide leadership and direction to high-performing, highly motivated teams; oversee development, enhancement, and maintenance of software tools and compliance manuals in support of the California Energy Code and statewide building decarbonization policies; prepare and plan annual unit workplans, contract support, budgets, staffing plans, and evaluation to support the activities of unit personnel; and foster a culture of collaboration, creativity, respect, and excellence in a positive work environment that serves to retain staff. Carry out the state and Commission's equal employment opportunity policies.
- 20% **Policy Development:** Set priorities, conduct analyses, and develop policy recommendations for decision makers. Engage with external industry stakeholders and state, federal, and local governments. Advise the Program Manager, Deputy Director, Director, Executive Director, and Commissioners on a broad range of Energy Code residential compliance programs, issues, strategies, and policies. Ensure projects and rulemakings are planned, initiated, and finalized; then implemented and monitored according to a project schedule.
- 15% **Deliver Products:** Support the unit in developing and delivering timely and high-quality work products, including written products, presentations and briefings, and other deliverables, with appropriate input from relevant external stakeholders and state, federal, and local governments. Ensure that unit studies and analyses comprehensively and accurately present policies and positions in proceedings that provide clear and well-reasoned recommendations. Ensure a high degree of quality control including rigorous analytical foundation and comprehensive writing techniques with deliverables.
- 15% **Support Branch and Division Management:** Act as a state expert; and advise and assist the Program Manager, Deputy Director, Director, Executive Director, and Commissioners on Energy Code residential compliance programs. Serve as a member of the branch and division management teams in establishing and implementing division programs, administrative policies, budgets and resource plans, strategic plans, and procedures.
- 15% **Collaborate and Coordinate:** Represent and support the unit, branch, division, and Commission in meetings, briefings, conferences, and workshops, engaging state, federal, and local government agencies, the Legislature, industry stakeholders, research organizations, communities, and others.

## Marginal Duties

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

**Working Conditions**

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

**Diversity and Inclusion Statement**

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

**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):** \_\_\_\_\_

**Employee’s Name (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.

**Gypsy Achong (Print):** \_\_\_\_\_

**Gypsy Achong (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_