



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 8/2022)

Classification(s): Program and Project Supervisor, PUC

Working Title: Sector Modeling Unit Supervisor

Position Number: 535-820-3504-950

Division/Branch: Energy Assessments Division / Demand Analysis Branch

Collective Bargaining Identifier (CBID): S09

Work Week Group (WWG): E

Effective Date: May 2, 2023

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, PUC of the Demand Analysis Branch, the incumbent serves as the highest-level resource specialist and performs very difficult technical work relating to public utilities along with a variety of supervisory, program evaluation, planning, policy analyses, and formulation activities including technical review and feedback to staff on written work products. The incumbent leads, supervises, and directs multi-disciplinary team working on a variety of technical and analytical tasks related to the California Energy Demand Forecast, and works to provide a positive working environment for that team. The Supervisor also confers with and assists the Branch Manager, Executive Leadership, and Commissioner leadership on Division policies and objectives and coordinates the work of the section with other sections of the Division. In addition, the incumbent represents and supports the EAD and California Energy Commission (CEC) in meetings, briefings, conferences, and workshops, engaging other agencies, the Legislature, companies, research organizations, communities, and other stakeholders. The incumbent participates in investigations and hearings and testifies as an expert witness in proceedings before the CEC and courts; and prepares correspondence and reports.

Essential Duties

20% **Directing Unit Activities:** Direct and supervise the work activities of technical staff on a wide range of technical issues related to the California Energy Demand Forecast produced for the

Integrated Energy Policy Report, and used by the California Public Utilities Commission, California ISO, and utilities for grid planning; communicate with staff through routine meetings. Direct and supervise the residential, commercial, industrial, and agricultural sector energy demand modeling for the California Energy Demand Forecast. Direct and supervise sector energy demand modeling for long-term demand scenarios in support of SB 100 analyses.

- 15% **Managing Team:** Lead a high-performing, highly motivated team of technical staff including engineers, statisticians, economists, and public utility specialists, building team capabilities through successful hiring and skill development, and fostering a team culture of collaboration, creativity, respect, and excellence. Provide staff training, individual performance assessment, and feedback and coaching to assist staff in meeting and exceeding performance standards; perform direct personnel management activities, including periodic performance evaluations and, as necessary, personnel disciplinary actions to support high performance, morale, and equity across the unit and EAD; foster individual and team motivation; assist staff in career development; and complete personnel actions to recruit and promote staff.
- 15% **Technical Advising:** Drawing on your technical expertise, advise and support EAD management and CEC leadership on a broad spectrum of subject areas within the unit's portfolio. Additionally, serve as a member of the EAD's team of supervisors and managers, contributing to the establishment and implementation of EAD programs, administrative policies, budget and resource plans, long-term direction, and strategic plans and procedures.
- 15% **Delivering Products:** Support unit in developing and delivering timely, high-quality work products, including written products, presentations and briefings, and other deliverables, with appropriate input from relevant experts and stakeholders, consistent with EAD and CEC objectives. Ensure a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all deliverables.
- 10% **Planning and Budgeting:** Lead the strategic planning for the unit, including long-term objectives, workplans, stakeholder engagement, and evaluation of workplan implementation, including achievement of objectives, milestones, and goals. Manage the development and implementation of unit budgets.
- 10% **Presenting:** Deliver presentations, present testimony, and represent the CEC at public meetings, other government agencies, industry organizations, and other forums such as meetings and conferences with stakeholders, policymakers, and the general public.
- 10% **Collaborating and Coordinating:** Develops and fosters partnerships with relevant local, state, and federal agencies, tribal governments, stakeholder groups, and the public to ensure broad engagement in unit activities and products.

Marginal Duties

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

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited in-person attendance and occasional travel may be required based on the needs

of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays 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 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): _____

Supervisor’s Signature: _____ **Date:** _____