



**State of California
California Energy Commission
Duty Statement**

Career Executive Assignment (C.E.A.) Director, Integrated Energy Policy Report

Working Title: Director, Integrated Energy Policy Report

Position Number: 535-150-7500-006

Division/Branch or Office: Executive Office

Collective Bargaining Identifier (CBID): MO1

Work Week Group (WWG): E

Effective Date: March 26, 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 Executive Director, the CEA, Director for the Integrated Energy Policy Report (IEPR), serves as a member of the Executive Director's Management Team and is responsible for working with the Team to implement the mission and goals of the California Energy Commission. The Director is responsible for directing and coordinating all the CEC's policy development and program activities relating to the IEPR. The IEPR Director reports to the Director of Communications and External Affairs, Chair, and Commissioners on the IEPR, and acts on behalf of the CEC on interdepartmental and interagency efforts related to the IEPR. The Director is the key spokesperson on the IEPR and works with staff through the Division Directors to ensure efficient coordination of staff resources to meet various statutory and interagency needs from the California Environmental Protection Agency, Natural Resources Agency, California Public Utilities Commission, and other entities.

Essential Duties

- 40% Provides oversight for the IEPR program. Acts as primary staff contact for the Executive Director and Commissioners on issues relating to the IEPR. Participates with the Commission and Executive Director in developing the IEPR, including:
- Developing the annual scope for the IEPR. Ensuring that the scope encompasses statutory requirements and interagency agreements as well as other emerging topics approved by the lead commissioners, as appropriate.
 - Ensuring a transparent, accessible public process.
 - Developing processes for internal coordination on report development.

- Developing processes for coordination with oversight agencies and partners such as other energy entities.
- Providing general oversight of the process to ensure the development of a high-quality report with timely completion. With the lead commissioners and the full Commission, evaluate existing processes and propose and make process improvements as needed.

30% Develops and participates in workshops, hearings, and other mechanisms to collect information used in the development of the IEPR. Under the direction of the lead commissioners, works with Directors and staff to collect information and develop a record for the proceeding. Delivers testimony and represents the CEC on issues relating to the IEPR in meetings with the Governor's office, Legislature, State, Federal, and local government agencies, stakeholder and advisory groups and others.

15% Serves as a member of the Executive Director's Management Team. Coordinates with the Executive Director, Deputy Director, and other Directors to effectively manage and provide oversight of the CEC's IEPR Office. Keeps the Director of Media and Communications apprised of all major issues and recommends any needed changes to the CEC's structure or statutory/regulatory framework to improve the CEC's ability to develop the IEPR.

Marginal Duties

10% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program. Working Conditions

Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

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 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:** _____