



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Staff Services Manager I (Supervisory)

Working Title: Events Unit Manager

Position Number: 180-4800-XXX

Division/Office: Media and Public Communications Office

Collective Bargaining Identifier (CBID): S01

Work Week Group (WWG): WWG E

Effective Date: April 12, 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 direction of the Staff Services Manager II (Media Relations and Events Manager), the Staff Services Manager (SSM) I supports the California Energy Commission's (CEC) overall communications strategy by overseeing the Media and Public Communications Office (MPCO)'s Events Unit.

Essential Duties

35% **Event Management**

Leads consultation with staff on event planning and production including coordination of essential event services for smooth operations. Identify staff resources, roles and responsibilities for all CEC events. Oversee and manage the CEC's internal and master event calendars to ensure all confirmed events are added/removed, and the information is complete and accurate. Ensure all CEC events meet facility obligations and legal requirements before the event date. Work with MPCO management and staff on implementation of communications and marketing plans promoting and supporting CEC events. Oversee and track the full development of contractual rental agreements, review/approve bid presentations, event estimates, and collect full payment (billing and refunds) in an accurate and timely manner consistent with CEC standards. Monitor and

measures overall effectiveness of Events Unit projects to leadership and makes recommendations based on data and trends.

30% Process Development

Lead the development and implementation of event production policies, processes and protocols in consultation with California Natural Resources Agency and Department of General Services. Consults with MPCO management on new event requests. Advocates for compliance with established policies and procedures.

20% Leadership

Supervise and lead the Events Units including communicating with staff through regular unit meetings as well as meetings with individual staff. Perform direct personnel management activities including training, career development mentoring, providing individual and team motivation, monitoring individual performance, providing feedback and mentoring to assist staff to meet performance standards, and preparing periodic performance evaluations. Prepare Request for Personnel Action (RPAs) related documents for personnel recruitments, promotions, and perform other administrative personnel related duties as needed.

10% Representing the CEC and MPCO

Represents the CEC and MPCO at internal and external meetings, guiding and promoting the awareness and benefits of MPCO products and processes. Meet with and brief Commissioners and executives as appropriate. Participates with MPCO management team in protocol, project, resource, and budget planning, and requests.

Marginal Duties

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

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:** _____