



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

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

Working Title: Manager, Strategic Analysis & Engagement Section

Position Number: 535-360-4805-001

Division/Section: Energy Research & Development/Strategic Analysis & Engagement

Collective Bargaining Identifier (CBID): M10

Work Week Group (WWG): E

Date Approved: May 9, 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 Deputy Director, Energy Systems, Innovation & Strategy, the Section Manager (Energy Resources Specialist III (Managerial)) has full management responsibility for the most complex and sensitive program issues including administrative oversight, planning, organizing, directing, and managing the staff, programs, and activities of the Strategic Analysis & Engagement Section. The section focuses on analyzing and communicating the impacts of Energy Research and Development Division (ERDD) investments to energy stakeholders through reports, publications, forums, technology seminars, and online platforms; and engaging and educating key stakeholders including the State Legislature, under-resourced communities, academic labs, and others on the ERDD's funding programs. The Section Manager advises the Division Director, Deputy Directors, Executive Director, and Commissioners on a broad spectrum of subject areas within the section's portfolio. In addition, the Section Manager represents the Division and the Commission before various state, federal and local energy regulatory agencies and organizations with roles in shaping the state's energy policies with respect to the impact and reach of ERDD investments for a wide range of clean energy technology areas – including renewables, energy storage, transportation electrification, energy efficiency, and gas system transition, among others. The Section Manager serves as an expert resource on policy, technology, market, and strategic issues as directed by the Division Director or Deputy Director and plays a primary role in coordination and collaboration with other state, federal, and local agencies, as well as other interested stakeholders and the public.

Essential Duties

- 40% **Section Management:** Direct the programs, activities, and staff of the Strategic Analysis & Engagement Section. Provide strong leadership and direction to highly-motivated teams, building team capabilities through successful hiring and skill development. Oversee a strategic and robust set of activities that support state energy policy and deliver equitable ratepayer and community benefits, including: leading analysis and communications on ERDD technology research, development & demonstration (RD&D) and investments, including RD&D program benefits estimation and communication; managing ERDD publications, including research project reports, annual program reports, and other technology and policy-relevant products; leading the development of symposia, technology fora, and other ERDD events; conducting community and stakeholder outreach and engagement; liaising with the governmental affairs, and communications offices of the California Energy Commission (CEC); developing and managing online platforms on ERDD projects, programs, and grant opportunities; preparing and overseeing section workplans, contract support, budgets, hiring, staffing plans, training, coaching, and performance management and evaluation to support the activities and development of branch personnel; foster a culture of collaboration, creativity, respect, and excellence in a positive work environment that serves to retain our talented staff.
- 20% **Supporting Division Management:** Act as a CEC expert; advise and assist the Division Director and Deputy Directors, the Executive Director, and Commissioners on a broad spectrum of technology, investment, policy, and community and stakeholder engagement resources and subject areas within the branch's portfolio. Serve as a member of the Division's Management Team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures.
- 10% **Policy Development:** Establish policy recommendations, set priorities, and advise the Division Director and Deputy Directors, Executive Director, and Commissioners on a broad range of technology, investment, community and stakeholder, and benefits issues, strategies, and policies. Ensure projects and rulemakings are planned, initiated, implemented, tracked, and completed by established due dates utilizing generally accepted project management practices. Stay abreast of energy policy and challenges for which RD&D can provide solutions.
- 10% **Delivering Products:** Support the Section 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 Division and CEC objectives. Ensure a high degree of quality control (rigorous analytical foundation and comprehensive writing technique) with all deliverables.
- 15% **Collaborating and Coordinating:** Represent and support the Division and CEC in meetings, briefings, conferences, and workshops, engaging state and federal agencies, the Legislature, companies, research organizations, communities, and other stakeholders. Work with representatives from other state and federal agencies and the energy industry on community and stakeholder engagement, technology and energy policy, benefits and impacts analysis, and environmental justice priorities, among others.

Marginal Duties

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



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

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 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): Cammy Peterson

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