



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

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

Working Title: Energy Technology Systems Integration Supervisor

Position Number: 535-330-4813-XXX

Division/Office: Energy Research and Development/Energy Systems Research

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): WWG E

Effective Date: November 4, 2020

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 Energy Resource Specialist III (Manager), Energy Resources Specialist III (Supervisor) (ERS III (S)) serves as the supervisor of the Energy Technology Systems Integration (ETSI) unit. ETSI oversees the energy RD&D portfolio to advance science and technology to meet the state's decarbonization, affordability and equity objectives in the areas of alternative distributed generation technologies, distributed energy resources (DER) integration, vehicle grid integration, smart grid technologies (i.e., microgrids, automation, communication, and control technologies), storage, and distribution modeling. The incumbent will identify models and techniques to evaluate alternative generation and DER system needs and impacts on the transmission and distribution systems and leads the technical assessments and research planning of the ETSI team. The ERS III (S): 1) advises the Deputy Director, Executive Director and Commissioners on a broad spectrum of technology areas listed above; 2) oversees RD&D program planning and the administration of tens of millions of dollars of public RD&D funding, which involves economic and market analyses, development and assessment of RD&D opportunities, and engagement of internal and external RD&D partners – including technology firms, national laboratories, academic institutions, among others; 3) Leads the identification, tracking and communication of the benefits of the RD&D portfolio; 4) ensures the team is working in a positive environment, supports positive recognition, and enforces personnel disciplinary actions s necessary; 5) considers strategies to ensure the transition to clean energy is equitable and benefits all Californians, especially the underserved communities, and 6) serves as an expert and represents the division and Energy Commission before various State, federal, and local

energy regulatory agencies and regional, national, professional and government bodies which significantly influence the State's research and development programs

A goal of the Energy Research and Development Division is to conduct public interest energy research, development and demonstration to advance science and technologies not adequately addressed by the regulated and competitive markets.

Essential Duties

- 40% Plan, direct, coordinate, and supervise the work of professional staff in the research of alternative generation technologies, transmission and distribution systems, storage, and DER/vehicle grid integration, and their impacts to California's electricity infrastructure. Also, lead and manage research on complex system models that evaluate and assess the performance, costs, reliability, and capability of advanced generation technologies and DERs on California's distribution systems. The incumbent will evaluate research needed to overcome barriers to meet state mandated goals to decarbonize the electricity system and to improve reliability and resiliency, increase safety, lowering system costs and providing rate payer benefits.
- 15% Establish and maintain solicitation and project priorities and develop work plans and budgets necessary to meet program and project goals. Supervise solicitation teams responsible for reviewing proposals to determine how well project proposals address the scope of the solicitation including, but not limited to: the extent the project will advance science or technology; address market issues and needs, meet specified energy goals and objectives; and move the results into the marketplace. The incumbent will also review and approve written findings of such evaluations for use by technical scoring committees.
- 15% Oversee all aspects of project management. The incumbent reviews and comments on draft deliverables submitted by research contractors; conducts field inspections of material, equipment and operations associated with research projects; reviews recommendations by other staff or researchers for technical feasibility; develops and manages the most complex research projects to ensure that the work performed meets the goals of the contract; and prepares written reports and oral briefings for office, division, commission management and others. The incumbent prepares research project plans, specifies project tasks and estimates budgets for research projects.
- 10% Prepare, review and approve probation reports and annual performance appraisals; communicates with staff through routine meetings; interview and hire staff; review and approve promotions and other personnel actions; prepare and report on budgets and resource work plans; implement work plan objectives and maintain quality control of program products; and meet with the Manager to provide project/program updates, and makes recommendations to the Manager, Division management, Executive Office, and Commission Policy Committees. Follows departmental and State of California affirmative action and upward mobility programs and goals.
- 10% Consult with and advise the Division Management, Division Administrators and Commissioners on a wide variety of electric generation system planning and DER subject-matter areas; communicate with the California Independent System Operator, investor

owned utilities, California Public Utilities Commission, and other stakeholders on solicitation planning and research results; act as a team or conference leader.

- 5% Oversee the completion of complex project reports, fact sheets, final reports, ratepayer benefits assessments, research investment plans, and other documents to disseminate research results and lessons learned to Energy Commission staff and others with a focus on transferring information that provides significant public benefits to California, meets the state's energy policies and goals, and moves the technologies into the market place.

Marginal Duties

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

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required to conduct project site visits. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

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): Fernando Pina _____

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