STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 7/2020)

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

Working Title: Supervisor

Position Number: 535-550-4813-002

Division/Office: Renewable Energy/ Technology and Incentives

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Effective Date: July 8, 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 supervision of the Energy Resources Specialist III (M), the Energy Resources Specialist III (S) supervises a team of professional staff responsible for the implementation and administration of the New Solar Home Partnership (NSHP), Senate Bill 1 (Murray, Statutes. of 2006) Guidelines, Renewable Energy for Agriculture Program (REAP) and related renewable energy activities. The incumbent will plan, oversee, and conduct programmatic activities. The incumbent also recruits and trains staff, performs periodic employee evaluations and performs all other supervisorial responsibilities.

Essential Duties

25% Plan, organize, and direct the work of professional staff engaged in implementing and administering the New Solar Home Partnership (NSHP), the Renewable Energy for Agriculture Program (REAP), and other renewable energy and incentive programs. Activities include strategic planning for new and maturing program activities, monitoring of program progress, and development of new and updated program rules procedures and tools. Provide project management, including preparing and reporting on work plans; ensuring timeliness and quality of program activities; and facilitating coordination with other internal divisions, other state agencies and stakeholders. Develop and manage program activities in close coordination with other supervisors and lead staff in the office and the Office Manager.

25% Provide supervision for all individuals within the unit; communicate with staff through routine meetings; provide staff training, individual performance monitoring, and feedback
and coaching to assist staff in meeting and exceeding performance standards; perform direct personnel management activities including periodic performance evaluations, and disciplinary actions; sustain individual and team motivation; assist staff in career development; and complete personnel actions to recruit and promote staff.

20% Perform complex detailed administrative, fiscal, economic, technical and policy evaluations of various programs, activities or projects. Collect, analyze, and interpret data and use these analyses to develop technical and policy recommendations for the future direction of various programs and activities. Complete and direct staff in the completion of fiscal/administrative tasks necessary for monitoring and verifying the progress of certain renewable energy programs.

10% Perform and oversee contract management activities and direct program staff and technical specialists in the design and implementation of contract and grant activities; define, design, and execute work authorizations, grants, contracts, and other activities.

10% Prepare and direct others in preparation of reports and communication materials for internal and external stakeholders on complex program issues. Prepare and present Renewable Energy Program information to Commissioners, agency management, staff, key stakeholders and the general public. Represent the Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public.

Marginal Duties

5% Assist the Office Manager with management responsibilities within the office, including recruitment, interviews, hiring, establishment and dissemination of Division policies and expectations, and management coordination.

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.

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): Vacant

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): Elizabeth Giorgi

Supervisor’s Signature: ____________________ Date: ______________
DUTY STATEMENT
CEC-004 (Revised 7/2020)

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

Working Title: Supervisor

Position Number: 550-4813-003

Division/Office: Renewable Energy/Technology and Incentives

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Effective Date: July 8, 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 supervision of the Energy Resources Specialist III (M), the Energy Resources Specialist III (S) supervises a team of professional staff responsible for the implementation and administration of programs, grants, loans and initiatives related to the promotion and implementation of renewable energy technologies and activities including existing office operations such as the New Solar Home Partnership (NSHP), Renewable Energy for Agriculture Program (REAP) and the Solar Equipment Lists. The incumbent also recruits, trains and develops staff, performs employee evaluations and all other supervisorial duties. The incumbent plans, organizes and directs programmatic operations. Additionally, the incumbent is involved in the support of office or divisional directed activities.

Essential Duties

25% Plan, organize, and direct the work of professional staff engaged in implementing and administering the New Solar Home Partnership (NSHP), the Renewable Energy for Agriculture Program (REAP), and other renewable energy related grant, loan and incentive programs. Activities include strategic planning for implementation of new programs or initiatives, modifying or creating redirection of maturing program activities, monitoring of program progress, and developing new and updated program rules procedures and tools. Provide project management, including preparing and reporting on work plans; ensuring timeliness and quality of program activities; and facilitating coordination with other internal divisions, other state agencies and stakeholders. Develop and manage program activities
in close coordination with other supervisors and lead staff in the office and the Office Manager.

25% Provide supervision for all individuals within the unit; communicate with staff through routine meetings; provide and monitor staff training, individual performance monitoring, and utilizing regular performance feedback and coaching techniques to assist staff in meeting and exceeding performance standards; perform direct personnel management activities including periodic performance evaluations, and disciplinary actions; sustain individual and team motivation; assist staff in career development; and complete personnel actions to recruit, train, develop and promote staff.

20% Perform complex detailed administrative, fiscal, economic, technical and policy evaluations of various programs, activities or projects. Collect, analyze, and interpret data and use these analyses and program metrics to develop technical and policy recommendations to achieve program or initiative objectives and for the future direction of various programs and activities. Complete and direct staff in the completion of fiscal/administrative tasks necessary for monitoring and verifying the progress of certain renewable energy programs.

10% Perform and oversee contract management activities and direct program staff and technical specialists in the design and implementation of contract and grant activities; define, design, and execute work authorizations, grants, contracts, and other activities.

10% Prepare and direct others in preparation of reports and communication materials for internal and external stakeholders on complex program issues. Prepare and present Renewable Energy Program information to Commissioners, agency management, staff, key stakeholders and the general public. Represent the Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public.

Marginal Duties

5% Assist the Office Manager with management responsibilities within the office, including recruitment, interviews, hiring, establishment and dissemination of Division policies and expectations, and management coordination.

5% Perform other related duties as required consistent with the specification of this 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.

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): Vacant

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): Elizabeth Giorgi

Supervisor's Signature: ___________________________   Date: ______________