



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2020)

**Classification(s):** Career Executive Assignment - B

**Working Title:** Deputy Director

**Position Number:** 535-300-7500-001

**Division/Office:** Energy Research and Development/Administration

**Collective Bargaining Identifier (CBID):** M01

**Work Week Group (WWG):** E

**Effective Date:** July 2021

**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 administrative direction of the Executive Director, the Deputy Director for the Energy Research and Development Division serves as a member of the Executive Director's management team and is responsible for collaborating with the team to implement the mission and goals of the Energy Commission. The Deputy Director is also responsible for investigating, analyzing, planning, and directing the research and deployment programs of the Energy Research and Development Division. The Deputy Director oversees the personnel and sets priorities resource needs. The Deputy Director also advises the Commission, Governor's Office, members of the Legislature and other government agencies on matters related to energy system research and development, including promising innovation on the horizon; barriers to achieving innovations, and priorities to achieve decarbonization goals while enhancing reliability and affordability; participates in the development, evaluation, and implementation of Commission and state energy policy; and represents the Division and Commission before the Legislature and other state and federal agencies.

## Essential Duties

40% Manages the programs and resources of the Energy Research and Development Division. Investigates, analyzes, plans, organizes, directs, and monitors the Division's programs to produce quality and impactful research products that catalyze innovation and accelerate achievement of the state's decarbonization goals. Effectively manages staff resources to meet the needs of the intended "customers" internally and externally on time. Provides long-term vision and strategic planning regarding the Division's direction, activities, and

resources related to energy system R&D. Ensures implementation of Commission and state policies and procedures within the Division and establishes Division policies and procedures consistent with those of the Commission. Creates and maintains a work environment which ensures that every individual is treated fairly and equally, with respect and consideration, and has the opportunity to successfully develop and use their skills with the highest degree of excellence and professionalism. Works to build relationships within and outside the Commission to enable the Division to work as a partner in determining and implementing the Commission's direction and policies. Works to ensure open communication within the Division and seeks external input on the Division's activities in an effort to continually improve in all areas.

- 15% Serve as member of the Executive Director's management team. Works with the Executive Director, Chief Deputy Director, and other Deputy Directors to manage the Commission's overall programs and organization in a manner that collectively achieves the agency's mandates, mission, and goals.
- 15% Supervises the Assistant Deputy Directors, Office Managers, and administrative staff within the Division. Provides them general direction and training and provides them feedback on their performance and overall performance of their office.
- 10% Participates with the Commission and Executive Directorate in developing and implementing policy. With individual committees and the full Commission, works to develop and implement policy consistent with direction from the Governor and Legislature. Provides comments on the implications of policy and other decisions on Commission program and activities. Seeks and carefully considers information and other agencies, organizations and groups that will be or are likely to be impacted by the Commission's policy decisions.
- 10% Represents the Commission in meetings and hearings with the Legislature, Governor's Office, Resources Agency and other agencies and organizations. Prepares and presents oral and written information on Commission programs and policies in hearings, meetings, workshops and conferences. Informs the Executive Directorate and the appropriate committees of presentations and feedback received.
- 5% Works with representatives of other agencies, industry, and environmental groups on identifying and resolving issues associated with the Division's programs. Establishes and maintains working relationships with individuals and groups outside the Commission to be aware of and anticipate likely issues associated with Commission functions and programs. Works with these individuals and groups seeking solutions on these issues.

### **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):** Drew Bohan \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_