



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2021)

Proposed

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

Working Title: Assistant Deputy Director

Position Number: 535-300-4805-XXX

Division/Office: Energy Research and Development/Administration

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): E

Effective Date: November 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 general direction of the Deputy Director of the Energy Research and Development Division, the Assistant Deputy Director provides leadership and management direction in technology innovation and research activities advancing energy sector decarbonization, resilience, reliability, and equity. The Assistant Deputy Director functions as an extension of the Deputy Director, advising and collaborating with the Deputy Director on research direction, investment strategy, and complex energy sector technology and policy matters; managing Division programs and projects; and engaging and supporting Commission leadership and external partners. Specific technical areas of focus may include: renewable generation and integration; energy storage; grid reliability; building energy efficiency; load flexibility; transportation; industry and agriculture; energy-water nexus; climate resilience; infrastructure safety and integrity; energy entrepreneurship; and technology commercialization and deployment scale-up. The Assistant Deputy Director will also lead the development and implementation of Division policies and administrative activities, including: managing the Division budget, work plans, and processes; assessing and supporting staff activities and performance; and overseeing the Division's activities related to technology transfer and quantification and communication of program benefits. The incumbent may perform the functions of the Deputy Director in the Deputy's absence.

Essential Duties

35% Lead and provide management direction for Division programs, projects, and activities requiring a broad policy perspective, high degree of political sensitivity, and inter-office and

inter-divisional coordination, such as establishment of cross-divisional working groups, development of policy reports and special studies, reviews of legislation, and quick-turnaround information requests for the Legislature, Governor, and Commissioners.

25% Advise and collaborate with the Deputy Director on research direction, investment strategy, and complex energy sector technology and policy matters; lead development and implementation of Division management activities, including charting the long-term direction of the Division; engage and support Commission leadership on research and development priorities.

20% Lead the development and implementation of Division policies and administrative activities, including: managing the Division's budget, work plans and processes, technical support contracts, and personnel actions; assessing and supporting staff activities and performance to ensure achievement of program goals and compliance with Commission mandates and policies; overseeing the Division's activities related to technology transfer, quantification and communication of program benefits, reporting requirements, conferences and other events, and program support activities.

Provide supervision to a small group of staff. Foster a positive work environment; communicate with staff through routine meetings; provide staff training, individual performance monitoring, 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.

15% Represent the Division and Commission in meetings, conferences, hearings, and workshops, engaging other agencies, the Legislature, companies, research organizations, communities, and other stakeholders.

Marginal Duties

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

Working Conditions

The California Energy Commission is primarily a telework environment. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to the successful performance in this position. The Energy Commission encourages a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers.

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays 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): Jonah Steinbuck _____

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