



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2020)

**Classification(s):** Career Executive Appointment (Level B)

**Working Title:** Deputy Director, Renewable Energy Division

**Position Number:** 535-510-7500-001

**Division/Office:** Renewable Energy Division

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

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

**Effective Date:** TBD

**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

The California Energy Commission (CEC) is leading the state to a 100 percent clean energy future. As the state's primary energy policy and planning agency, the CEC plays a critical role in creating the energy system of the future - one that is clean, is modern, and ensures the fifth largest economy in the world continues to thrive.

Under administrative direction of the executive director, the deputy director of the Renewable Energy Division serves on the executive director's management team and works with the team to implement the mission and goals of the California Energy Commission. The deputy director plans, organizes, and directs the programs and resources of the Renewable Energy Division, and coordinates these activities with other Commission divisions and programs. The deputy director advises commissioners, Governor's Office staff, members of the Legislature, and other government agencies on renewable energy matters. The deputy director manages the development, evaluation, and implementation of Commission and state energy policies, and represents the division before the Commission, the Legislature, and the public.

## Essential Duties

55% Manages the programs and resources of the Renewable Energy Division. Plans, organizes, directs, and monitors division programs and resources to produce quality work products that meet the needs of the intended customers on time. Provides long-term vision

regarding division direction, activities, and resources. Ensures implementation of Commission and state policies and procedures within the division. Establishes and implements division policies and practices consistent with those of the Energy Commission. To uphold accountability of staff, creates and maintains a work environment that ensures all individuals are treated fairly and equally, with respect and consideration, and have the opportunity to develop and use skills with the highest degree of excellence and professionalism. Builds relationships inside and outside of the Commission that enable the division to partner in determining and implementing Commission direction and policies. Provides general direction, training, and feedback on overall performance to direct reports. (E)

- 15% Serves as a member of the Executive Director's management team. Works with the executive director and other deputy directors to develop and implement agency policies and procedures to achieve the agency's mandates, mission, and goals. (E)
- 10% Supervises and oversees the activities of office managers and administrative staff within the division. Provides general direction, training, and feedback on overall performance. (E)
- 5% Develops and implements policy and programmatic direction in concert with the Commission and executive director. Works with the executive director, individual commissioners, and the full Commission to develop and implement policy and programmatic direction consistent with direction from the Governor and Legislature. Advises and provides comments on the implications of policy and other decisions on Commission programs and activities. Gathers and carefully considers information and input from the Commission, members of the public, and other agencies, organizations, and groups that may or will be impacted by policy decisions. (E)
- 5% Represents the Commission in meetings and hearings with the Governor's Office, Legislature, Natural 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 director and appropriate committees of presentations and feedback received. May interact with the media on highly sensitive and complex subject matter. (E)
- 5% Works with representatives of agencies, industry, environmental and other stakeholder groups to identify and resolve issues associated with division programs. Establishes and maintains working relationships with outside individuals and groups to maintain awareness of and anticipate issues that may result from the implementation of Commission functions and programs. Works cooperatively to find solutions for these issues. (E)

### **Marginal Duties**

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

### **Knowledge, Skills, and Abilities**

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a

manager's role in the equal employment opportunity program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

**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):** \_\_\_\_\_

**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):** \_\_\_\_\_

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