STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 1/2022)

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

Working Title: ETSI Supervisor

Position Number: 535-330-4813-003

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

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Effective Date: February 2022

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 Resources Specialist III (Manager), the Energy Resources Specialist III (Supervisor) (ERS III (S)) serves as the supervisor of the Energy Technology Systems Integration (ETSI) unit. ETSI oversees the energy research, development, and demonstration (RD&D) portfolio to advance science and technology that will help California meet carbon-neutral energy system goals while maintaining reliability and improving resilience to climate variations and threats such as wildfires, earthquakes, floods, and other challenges to the energy infrastructure. For California to achieve a carbon-free future, its electric grid must be designed and built to work optimally with variable renewable resources including wind and solar. The incumbent will guide ETSI to forge a path to the grid of the future – one that sustains electricity reliability while incorporating renewables at customer sites as well as on the larger grid. The incumbent will supervise a team of scientists and engineers that are evaluating and managing new and emerging technologies that may include advanced energy storage technologies, green hydrogen planning and technology solutions, grid reliability technology solutions, vehicle-grid integration, clean energy microgrids, and other evolving technologies that may support grid reliability given greater supplies of renewable energy. The team also will address how advancing new and emerging technologies can help California achieve a carbon-free electric grid by 2045.

The ETSI Supervisor: (1) Directs and mentors an interdisciplinary team of engineers and scientists advancing technology RD&D; (2) Oversees RD&D program planning for ETSI 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 ETSI RD&D portfolio; (4) Ensures the ETSI team is working in a positive environment, supports recognition of team members, and enforces personnel disciplinary actions as necessary; and (5) Serves as an expert on reliability, resiliency, and other topics within the ETSI research portfolio for the Energy Research and Development Division (ERDD), which conducts RD&D to advance science and technology not adequately provided by regulated and competitive markets, and for the Commission more broadly.

**Essential Duties**

**50%** Supervise a staff of technical and scientific specialists, overseeing and leading: analyses and evaluations of transmission and distribution systems, energy storage, distributed energy resources, vehicle grid integration, and their impacts to California’s electricity infrastructure; development of strategic RD&D opportunity analyses, plans, initiatives, solicitations, projects, and workplans; assessment of the benefits resulting from the unit’s RD&D; development of oral and written deliverables that are accurate, concise, high-quality, timely, and informed by other offices, divisions, and stakeholders as appropriate. Stay abreast of energy policy and challenges and barriers needed to be resolved through RD&D. Define workload requirements, schedules, and resource needs. Determine staff assignments. 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 ratepayer benefits. Consider strategies to ensure the transition to clean energy is equitable and benefits all Californians, especially the under-resourced communities.

Foster a positive work environment, support positive recognition, and enforce personnel disciplinary actions as necessary to maintain high performance, morale, and equity across the unit and Division. 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 team members.

**25%** Brief and advise management on a broad spectrum of technology areas listed above. Provide management project and program updates, and make recommendations to the Manager, Division management, Executive Office, and Commission policy committees. Develop the goals and objectives of the ETSI team in collaboration and consultation with technical experts, the Manager, Division management, and Commissioners.

**20%** Oversee RD&D program planning and the administration of tens of millions of dollars of public RD&D funding. Consult with stakeholders including representatives from government RD&D organizations and utility representatives, private developers, and technical experts to identify RD&D opportunities for emerging energy technologies and systems in California; and define, develop, and implement RD&D projects that provide significant public benefits to California and meet the policy and technical objectives of the Commission and Division.
Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission, and other agencies that significantly influence the State’s research and development programs.

Marginal Duties

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

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. 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. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

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 can 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): Vacant __________________________
Supervisor’s Signature: ___________________________ Date: ____________