STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

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

Working Title: Tech to Market Supervisor

Position Number: 535-350-4813-001

Division/Office: Energy Research and Development/Energy Deployment & Market Facilitation

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Effective Date: March 9, 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 (Managerial) (Manager) for the Energy Deployment and Market Facilitation Office, this position will lead the Tech-to-Market Unit. The Tech-to-Market Unit is responsible for developing and managing CEC’s initiatives and programs to support clean energy entrepreneurship including the CalSEED and CalTestBed programs. This position will supervise and provide leadership to interdisciplinary staff that performs complex science, technology, economic and/or market analyses to support the development and scale-up of new technologies that advance California’s clean energy policy goals. This position will also work with market actors including private sector investors and industry partners to identify market needs and opportunities for the CEC’s portfolio of clean energy start-up companies to scale to the commercial stage.

The incumbent will be knowledgeable on a wide range of emerging technologies in the areas of renewable generation, energy storage, energy efficiency, electric transportation, hydrogen and grid digitalization. Incumbents will also be knowledgeable of common challenges faced by clean energy entrepreneurs as well as strategies for overcoming those challenges such as incubators and accelerators. Incumbents will be knowledgeable of market and policy trends affecting clean energy technologies; understand the path-to-market new clean energy technologies follow from the proof-of-concept stage to the manufacturing stage; and have a high-level understanding of market research and how it can be applied to energy research and development programs.
Essential Duties

45% Plans, directs, oversees, and coordinates a staff of scientific and engineering specialists and professional staff in the development, implementation and management of initiatives and projects to advance successful clean energy entrepreneurship in California. Independently analyzes and advises Commission management on trends and issues impacting clean energy entrepreneurs; new policies being proposed by the Commission or other agencies; and implications of energy research and development proposals. Ensures that market research prepared by staff and outside consultants is coordinated and integrated with other units in the Division; is technically adequate and accurate, and appropriate for the intended audience and purpose.

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% Performs standard supervisory duties including providing oversight and guidance to staff on contract and grant award activities, project management, budget and database management and reporting requirements. Conducts unit and one-on-one meetings with staff to identify and resolve potential issues. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the unit and ensure timely completion of staff assignments.

15% Consults with the subject matter experts, Office Management, Division Management, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff.

15% Consults with public and private stakeholders to coordinate activities and leverage investments that will accelerate the advancement of new clean energy technologies into the market. Makes presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission, and other agencies.

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 - whether office-based or remote-centric - 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 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): Erik Stokes

Supervisor’s Signature: ____________________________ Date: ______________