



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 2/2022)

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

**Working Title:** Supervisor

**Position Number:** 535-310-4813-xxx

**Division/Office:** Energy Research & Development /Energy Efficiency Research

**Collective Bargaining Identifier (CBID):** S10

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

**Effective Date:** March 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) the Energy Resources Specialist III (Supervisory) (Supervisor) serves as the supervisor of the Efficiency Integration and Load Reduction unit. The Supervisor performs a variety of supervisory functions; program and technical evaluation; planning and policy analysis and formulation; evaluating, prioritizing, and directing the research, development, and demonstration (RD&D) activities needed to reduce electricity use and load and to help meet the State's carbon reduction and efficiency goals. The incumbent supervises a team who are responsible for: 1) identifying, developing and managing cutting-edge research projects focused on advancing the integration of energy efficiency and distributed energy resources (DER) in buildings and industrial, agriculture and water (IAW) facilities; 2) investigating and implementing technologies and strategies that can provide grid support and enhance grid flexibility; 3) analyzing and identifying strategies for advancing energy efficiency and DERs in low income and/or disadvantaged communities; and 4) performing time-critical technical, economic, and market analyses to support demand response and load flexibility initiatives.

The incumbent informs the division on advanced energy efficiency, demand response, load reduction, and decarbonization technologies and programs and strategies; participates in program planning; supervises and provides leadership to staff; and performs responsible, varied, and

complex technology, economic, and other analyses to support energy RD&D that provides ratepayer benefits.

### **Essential Duties**

50% Plans, directs, oversees, and supervises a staff of technical specialists and engineers in their analyses and evaluation of research and project initiatives associated with advancements in energy efficiency, distributed energy resources, demand response, and load flexibility associated with buildings and the industrial, agriculture, and water sectors. Independently analyzes and advises Commission management on the most promising research to meet state energy policy goals, including recommendations to address issues associated with load flexibility and new policies being proposed by the CEC or other agencies. Ensures that technical and policy documents prepared by staff and outside consultants are coordinated and integrated with other technical disciplines; consistent with Division and Commission policies and objectives; technically adequate and accurate; and appropriate for the intended audience. Ensures a high degree of quality control (rigorous analytical and technical foundation and meticulous writing technique) over all products originating with staff in the unit and ensures timely completion of staff assignments.

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.

30% 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 team in collaboration and consultation with technical experts, the Manager, Division management, and Commissioners.

15% Consults with stakeholders including representatives from government, RD&D organizations, utilities representatives, private developers, technical experts, and others to identify RD&D opportunities and develop and implement projects that provide the most public benefits to California ratepayers and meet the policy and technical objectives of the RD&D program. Makes presentations at workshops and conferences and provides expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission, and other agencies.

### **Marginal Duties**

5% Performs 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):** Virginia Lew

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