Job Description

Under the general direction of the Energy Resources Specialist III (Managerial) in the Existing Buildings Office of the Efficiency Division, the incumbent is the first-level supervisor and performs a variety of supervisory, planning, policy development, coordination, and communication functions. The incumbent supervises and directs technical staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analyses, advancement, and implementation of existing building decarbonization policies and actions. The incumbent has responsibilities for directing and delegating the work of the unit including leading staff and teams, monitoring workflow, providing technical and process feedback on work products, and communicating building decarbonization information to others.

Essential Duties

50% Plan, organize, and direct the work of staff engaged in analysis and evaluation of decarbonization programs, strategies, technologies, opportunities, barriers, measures, regulations, and data for existing buildings. Supervise staff developing policy, technical, and economic reports and coordinate the preparation of supporting analyses or technical evaluation. Author, edit, present, and defend decarbonization policy work and analyses. Coordinate and communicate across divisions to assure consistency of approach and
alignment of work. Engage with agencies, stakeholders, and the public with regard to analyses and policy/program evaluation.

25% Provide supervision for all staff within the unit including communicating expectations, individual motivation, performance review, progressive discipline, career development, personnel actions, and training. Provide staff within the unit with technical feedback to advance deliverables.

15% Assist the Office Manager with management responsibilities within the office, including strategic planning, division/agency coordination, recruitment, and other activities.

5% Represent the California Energy Commission (CEC) before utilities, legislators, international, federal, state, and local government agencies; the public; and industry organizations affected by efficiency programs.

**Marginal Duties**

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

**Working Conditions**

The CEC 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). While performing duties, the incumbent will be required to use a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneDrive, SharePoint, Teams, OneNote), Zoom, and internet browsers. Video participation is encouraged.

**Diversity and Inclusion Statement**

As a state agency serving all Californians, the CEC is committed to being an organization that embodies diversity, equity, and inclusion. The CEC 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.

Vacant (Print): 

Vacant (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.

Jennifer Nelson (Print): ______________________________

Jennifer Nelson (Signature): ___________________________ Date: ______________