STATE OF CALIFORNIA
DUTY STATEMENT    PROPOSED
CEC-004 (Revised 2/2022)

Classification: Energy Resources Specialist III (Supervisory)
Working Title: Flexible Demand Standards Unit Supervisor
Position Number: 535-410-4813-004
Division/Office: Efficiency, Appliances
Collective Bargaining Identifier (CBID): S10
Work Week Group (WWG): E
Effective Date: June 8, 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) in the Appliances Office, the incumbent serves as the highest-level resource specialist and performs a variety of supervisory, program evaluation, planning, policy analyses, and formulation activities, as well as technical review and feedback to staff on written work products. The incumbent supervises and directs a technical staff of engineers and scientists in the Flexible Demand Standards Unit; and has program opportunities and responsibilities in the evaluation, analyses, and development of appliance standards under Title 20 of California Code of Regulations that include flexible demand technologies. In addition, the incumbent assists staff in coordinating working groups and internal and external stakeholders on matters related to flexible demand appliance standards.

Essential Duties
35% Plans, organizes, prioritizes, and directs the work of staff engaged in development of standards to promote flexible demand technologies for appliances. The incumbent ensures that interested stakeholders including the regulated community are provided opportunities to participate in the rulemaking process for flexible demand appliances standards.

30% Plans, organizes, prioritizes, and directs the work of staff engaged in technical analyses and evaluation of proposed appliance standards for flexible demand technologies; and coordinates the preparation of reports, models, and analyses of appliance measures to
determine appropriateness of proposed standards for flexible demand technologies. Works with the Efficiency Division regulations manager to develop required rulemaking documents pursuant to the Administrative Procedures Act.

20% Provides supervision for individuals within the unit including: various administrative tasks, individual staff motivation, morale, performance review, career development, personnel actions, and training.

10% Represents the CEC and office before utilities, legislators, private energy service companies, federal lending institutions, other state and local government agencies, the public, and industry organizations affected by flexible demand programs. Assists the Manager with management responsibilities within the office, including recruitment, retention, administrative, and management coordination.

Marginal Duties

5% Performs other duties as required consistent with the classification specification as defined by the classification.

Working Conditions

The California Energy Commission (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.

Manager (Print): ________________________________

Manager (Signature): ___________________________  Date: __________