STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification: Energy Resources Specialist III (Supervisory)

Working Title: Supervisor

Position Number: 535-151-4813-001

Division/Office: Executive Office/Office of Compliance Assistance and Enforcement

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): Exempt

Effective Date: June 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

The Energy Resources Specialist III (Supervisor) is under the general direction of the Branch Manager of the Office of Compliance Assistance and Enforcement (OCAE). The incumbent is the first-level supervisor and performs a variety of supervisory tasks, in addition to program administration (e.g. budgeting and personnel management), program implementation and operation, program evaluation and planning, energy policy analysis and formulation, and development and evaluation of compliance plans, and ongoing assessment of compliance with energy regulations and energy program policies and procedures. The incumbent supervises a multidisciplinary staff engaged in analysis, development, evaluation, implementation, and enforcement of energy regulations. The incumbent also coordinates the work of others, acts as a team leader and a subject matter expert, conducts and oversees special projects, and continually provides high-level program information and recommendations to the Branch Manager of the OCAE.

Essential Duties

55% Plan, coordinate, and supervise the work of multidisciplinary staff within OCAE to administer and continually improve compliance assistance and enforcement operations and records management and retention, including confidential records, for an energy policy and regulatory program. Program operations include collaboration with staff counsel, interdivisional staff, and management; complex investigations and sensitive internal and
external communications; negotiations, adjudicatory hearings, and potential litigation related to compliance actions and administrative civil penalty assessment and collection.

25% Recruit, hire, onboard, train, and develop OCAE staff. Plan and coordinate motivational and team-building opportunities. Conduct thorough and timely staff performance evaluations, recommend formal acknowledgements of exemplary performance, and initiate appropriate disciplinary actions as needed.

15% Plan, organize, and supervise the work of multidisciplinary staff to operate, maintain, and continually improve an energy efficiency test laboratory audit program to verify compliance with relevant standards and procedures set forth in applicable state and federal regulations and referenced test procedures. Supervise contract administration managers assigned to various OCAE contracts and agreements.

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): Maunee Berenstein ________

Supervisor’s Signature: ____________________________ Date: ______________