DUTY STATEMENT

Classification: Energy Resources Specialist III (Supervisory)

Working Title: Data Collection and Analysis Unit Supervisor

Position Number: 535-840-4813-001

Division/Branch: Energy Assessments/Data Integration - Data Collection and Analysis Unit

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Effective Date: August 22, 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 Data Integration Branch, the incumbent supervises and directs professional technical staff responsible for collecting, preparing, and analyzing energy demand and energy efficiency data.

Essential Duties

45% Supervises professional staff engaged in energy data collection, data collection survey design, implementation, and analysis, and energy efficiency impact and market transformation analysis. Directs efforts to automate data collection and validation procedures to allow staff to focus attention on analysis of changing energy demand patterns and their effect on California’s energy consumptions. Leads team in analysis of interval meter data, including developing use cases, optimizing processes, and updating databases to leverage CEC-adopted tools and platforms. Performs direct personnel supervisory activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, and provide feedback to meet performance standards.

20% Plans, organizes, leads, and coordinates the development and maintenance of the California Energy Commission’s (CEC) end-use energy databases, estimation of the impacts of energy efficiency measures and programs on energy use, retail markets, and customer classes, and identification, access, and maintenance of data needed for demand forecasting and analysis. Oversees the expansion of data collection efforts to meet the needs of forecasting energy demand for changing circumstances, including energy demand at specific geographic locations and time of day, as the CEC determines whether enough resources are available to meet the energy demand in these specific locations.
15% Directs the development and use of computer-based socioeconomic, engineering, and economic data analysis models and computer-based data filing and retrieval systems.

10% Performs administrative duties including developing and preparing workplans, budgets, personnel documents such as employees' duty statements and requests for personnel action, and monthly reports.

5% Advises the CEC, other governmental agencies, and private entities on issues associated with data collection for energy demand forecasting.

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. Additional hours beyond an eight-hour workday or forty-hour workweek may at times be required. 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):** **Amanda Poletti**

**Supervisor’s Signature:** ___________________________  **Date:** __________