STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification(s): Energy Resources Specialist III (Supervisory)
Working Title: Supervisor of the Strategic Analysis Unit
Position Number: 535-360-4813-001
Division/Office: Energy Research & Development/Strategic Analysis & Engagement
Collective Bargaining Identifier (CBID): S10
Work Week Group (WWG): E
Effective Date: August 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 Manager for the Strategic Analysis and Engagement Branch in the Energy Research and Development Division (ERDD), the Supervisor of the Strategic Analysis Unit oversees a staff that conducts energy sector and technology research and development (R&D) analysis to shape ERDD investment priorities, plans, and communications, and to inform energy technology policymaking and decision-making. The unit increases the impact and reach of ERDD investments for a wide range of clean energy technology areas – including renewables, energy storage, transportation electrification, energy efficiency, and gas system transition, among others – and informing related energy sector policy, planning, and decision-making. The Supervisor provides guidance to staff in the design and management of strategies to support these activities. The Supervisor also advises and assists the Branch Manager and Commissioner leadership on a broad spectrum of subject areas within the unit’s portfolio. In addition, the Supervisor represents and supports the Division and Commission in meetings, briefings, conferences, and workshops, engaging other agencies, the Legislature, companies, research organizations, communities, and other stakeholders.

Essential Duties

40% Plan, direct, oversee, and coordinate a staff of technical and scientific specialists to conduct energy sector and technology R&D analysis to shape ERDD investment priorities, plans,
and communications, and to inform energy technology policymaking and decision-making; analyze and communicate the impacts of the Commission’s RD&D investments and activities; develop and implement methodologies using state-of-the-art tools and data analytics to estimate RD&D program benefits; design novel approaches to communicate program benefits and individual project benefits to key stakeholder audiences; liaise with the Commission’s Energy Assessments Division and Energy Data and Analytics Office on R&D and energy sector analysis; manage strategic publications and other technology and policy-relevant products; and develop and manage online platforms on ERDD projects, programs, and grant opportunities. Lead a high-performing, highly motivated team of technical, scientific, and communications specialists, building team capabilities through successful hiring and skill development, and fostering a team culture of collaboration, creativity, respect, and excellence. Support unit team members in delivering briefings and written products that are of high quality, timely, and informed by other offices, divisions, and stakeholders as appropriate. Oversee the unit’s publications; strategic plans, initiatives, projects, work plans, and technology transfer activities; personnel actions; budgets; and engagement of partners, including policymakers, technology firms, national laboratories, and academic institutions. Manage multiple priorities effectively, with a high level of organization. Stay abreast of energy policy and challenges for which RD&D can provide solutions.

25% Provide supervision for unit staff; communicate with staff through meetings; provide staff training, individual performance assessment, and feedback and coaching to assist staff in meeting and exceeding performance standards; perform direct personnel management activities, including periodic performance evaluations and, as necessary, personnel disciplinary actions to support high performance, morale, and equity across the unit and Division; foster individual and team motivation; assist staff in career development; and complete personnel actions to recruit and promote staff.

15% Advise and assist the Branch Manager and Commission leadership on a broad spectrum of subject areas within the office’s portfolio. Additionally, serve as a member of the Division’s team of supervisors and managers, contributing to the establishment and implementation of Division programs, administrative policies, budget and resource plans, long-term direction, and strategic plans and procedures.

15% Represent and support the Division and Commission in meetings, briefings, conferences, and workshops, engaging state and federal agencies, the Legislature, companies, research organizations, communities, and other stakeholders.

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:** _______________________

**Employee’s 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):** Colleen Kredell

**Supervisor’s Signature:** _______________________

**Supervisor’s Date:** ______________