STATE OF CALIFORNIA

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

Classification: Energy Resources Specialist III (Supervisory)
Working Title: Supervisor
Position Number: 535-430-4813-001
Division/Branch: Efficiency/Building Standards
Collective Bargaining Identifier (CBID): S10
Work Week Group (WWG): 2
Effective Date: August 30, 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 Building Standards Branch of the Efficiency Division, the incumbent supervises and directs a team of technical staff in the Standards Development Unit. This highly technical and innovative team, together with industry experts and utility partners, develops the updates to the world-renowned California Energy Code. The supervisor has major program responsibilities in the evaluation, analyses, and implementation of statewide energy efficiency and building decarbonization codes and standards. The supervisor assists the branch manager with administration including staffing, program prioritization, quality control, and overall coordination with an extensive network of program partners and state agencies.

Essential Duties

40% Plan, organize, prioritize, direct, and quality control the work of staff engaged in technical analyses and evaluation of energy efficiency, building decarbonization, and water conservation measures considered for incorporation into the California Energy Code (Title 24, Part 6) and CALGreen (Title 24, Part 11). Ensure work and projects are planned, schedules are developed, and deliverables are completed. Prepare and present status updates and communicate recommendations on potential measures to California Energy Commission (CEC) leadership.
20% Conduct administrative functions by supervising and supporting unit and designated senior
    staff by providing positive motivation, setting professional development goals, completing
    performance reviews, ensuring completion of training, completing personnel actions when
    necessary, and encouraging a physically and mentally safe working environment. Ensure
    staff are onboarded with CEC tools, and expectations are established to follow CEC
    processes, procedures, and best practices.

20% Coordinate technical work products, and environmental and economic analyses related to
    statewide building energy efficiency, decarbonization, and water conservation standards
    with an extensive network of program partners and state agencies. Coordinate and support
    staff in communicating with external stakeholders and advocacy groups. Conduct
    legislative bill analyses and provide technical assistance to legislative staff. Coordinate
    generally across the Efficiency Division, CEC divisions, and with relevant program partners
    and state agencies to ensure transparency, consistency of approach, and efficient use of
    state resources.

10% Represent the CEC before utilities, other state and local government agencies, the public,
    and industry organizations affected by building efficiency programs.

5% Assist the branch manager with management responsibilities including recruitment,
    administration, and management coordination.

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.
Employee’s Name (Print): ______________________________

Employee Name (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.

Will Vicent (Print): ______________________________

Will Vicent (Signature): _________________________  Date: ____________