



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Career Executive Assignment (C.E.A.)

Working Title: Director of the Siting, Transmission & Environmental Protection Division

Position Number: 535-700-7500-001

Division/Branch or Office: Siting, Transmission, and Environmental Protection

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): E

Date Approved: June 19, 2025

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 administrative direction of the executive director, the Director of the Siting, Transmission and Environmental Protection (STEP) Division serves as a member of the executive director's Management team and is responsible for working with the team to implement the mission and goals of the California Energy Commission (CEC). The director plans, organizes, and directs the programs and resources of STEP and ensures these activities are coordinated with other programs within the Commission. The director advises the Commission, Governor's Office, members of the Legislature, and other governmental agencies on matters related to energy facility siting and compliance, transmission corridor designation, and related environmental protection in California; participates in the development and implementation of Commission and state energy policy; and represents the Division and the Commission before the Legislature and other state and federal agencies.

Essential Duties

35% Manages the programs and resources of the Siting, Transmission, and Environmental Protection Division. Plans, organizes, directs, and monitors division programs and resources to produce timely, quality products. Provides a long-term vision regarding the division's direction, activities, and resources. Ensures implementation of Commission and state policies and practices consistent with the Commission. To uphold staff accountability creates and maintains a work environment that ensures all individuals are treated fairly and equally, with respect and consideration, and have the opportunity to successfully develop and use their skills with the highest degree of excellence and professionalism. Build relationships within and outside the

Commission that enable the division to partner in determining and implementing Commission direction and policies.

- 25% Develops and implements policy and programmatic direction in concert with the Commission and executive director. Works with the executive director, individual commissioners, and the entire Commission to develop and implement policy and programmatic direction consistent with direction from the Governor and Legislature. Advises and provides comments on the implications of policy and other decisions on the Commission's programs and activities. Gathers and carefully considers information and input from the Commission, members of the public, and other agencies, organizations, and groups that may or will be impacted by policy decisions.
- 15% Serves as a member of the executive directors' management team. Works with the executive director and other directors to develop and implement agency policy and procedures to achieve the agency's mandates, mission, and goals.
- 10% Supervises and oversees the activities of office managers and administrative staff within the division. Provides general direction, training, and feedback on overall performance.
- 5% Represents the Commission in meetings and hearings with the Governor's Office, Legislature, Natural Resources Agency, and other agencies and organizations. Prepare and present oral and written information on the Commission programs and policies in hearings, meetings, workshops, and conferences. Informs the executive director and appropriate committees of presentations and feedback received. May interact with the media on highly sensitive and complex subject matter.
- 5% Works with representatives of agencies, industry, environmental, and other stakeholder groups to identify and resolve issues associated with division programs. Establishes and maintains working relationships with outside individuals and groups to maintain awareness of and anticipate issues that may result from implementing Commission functions and programs. Works cooperatively to find solutions for these issues.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working



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relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex programs and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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 Acknowledgement: I certify that 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 the above-named employee and provided them with a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____