



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

**Classification(s):** Career Executive Appointment (CEA) B

**Working Title:** Director of the Fuels and Transportation Division

**Position Number:** 535-600-7500-001

**Division/Branch or Office:** Fuels and Transportation

**Collective Bargaining Identifier (CBID):** M01

**Work Week Group (WWG):** E

**Date Approved:** January 21, 2026

**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 Fuels and Transportation 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 Energy Commission. The Director is also responsible for planning, organizing, and directing the programs and resources of the Fuels and Transportation Division and ensuring these activities are coordinated with other programs within the Commission. The Director also advises the Commission, Governor's Office, members of the Legislature, and other government agencies on matters related to transportation energy fuels and technologies. The Director participates in the development and evaluation of Commission and state energy policy.

### **Essential Duties**

40% Manages the programs and resources of the Fuels and Transportation Division. Plans, organizes, directs and monitors the Division's programs and resources to produce quality products that meet the needs of the intended "customers" on time. Provides long-term vision regarding the Division's direction, activities, and resources. Ensures implementation of Commission and state policies and procedures within the Division and establishes Division policies and procedures consistent with those of the Commission. Creates and maintains a work environment which ensures that every individual is treated fairly and equally, with respect and consideration, and has the opportunity to successfully develop and use their skills with the highest degree of excellence and professionalism. Works to build relationships within and

outside the Commission to enable the Division to work as a partner in determining and implementing the Commission's direction and policies. Works to ensure open communication within the Division and seeks external input on the Division's activities in an effort to continually improve in all areas.

- 15% Serves as a member of the Executive Director's Management Team. Works with the Executive Director and other Directors to manage the Commission's overall programs and organization in a manner that collectively achieves agency's mandates, mission and goals.
- 15% Supervises the Deputy Directors, administrative staff, and project support staff within the Division. Provides them with general direction and training and provides them with feedback on their performance and the overall performance of their branches.
- 10% Participates with the Commission and Executive Director in developing and implementing policy. With individual Commissioners and the full Commission, works to develop and implement policy consistent with direction from the Governor and Legislature. Provides comments on the implications of policy and other decisions on Commission programs and activities. Seeks and carefully considers information and input from staff within the Commission as well as from members of the public and other agencies, organizations and groups that will be or are likely to be impacted by the Commission's policy decisions.
- 10% Represents the Commission in meetings and hearings with the Legislature, Governor's Office, Resources Agency and other agencies and organizations. Prepares and presents oral and written information on Commission programs and policies in hearings, meetings, workshops and conferences. Informs the Executive Director and the appropriate Commissioners of presentations and feedback received.
- 5% Works with representatives of other agencies, industry, and environmental groups on identifying and resolving issues associated with the Division's programs. Establishes and maintains working relationships with individuals and groups outside the Commission to be aware of and anticipate likely issues associated with Commission functions and programs. Works with these individuals and groups seeking 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



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

working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems 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 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):** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_