



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification(s): Program and Project Supervisor, PUC

Working Title: Data Collection and Analysis Unit Supervisor

Position Number: 535-840-3504-XXX

Division/Branch: Energy Assessments/Data Integration Branch – Data Collection and Analysis Unit (DCAU)

Collective Bargaining Identifier (CBID): S09

Work Week Group (WWG): E

Effective Date: 5/26/2026

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 general direction of the Branch Manager of the Data Integration Branch, the Supervisor serves as the highest-level resource specialist and performs very difficult technical work relating to public utilities along with a variety of supervisory, program evaluation, planning, policy analyses, and formulation activities including technical review and feedback to staff on written work products. The Supervisor leads, supervises, and directs multi-disciplinary team working on a variety of technical and analytical tasks related to implementing the Quarterly Fuels and Energy Reporting (QFER) regulations, conducting research and analysis on energy consumption trends and profiles, interval meter data, conducting research and analysis on energy resources in support of California's energy forecasting and scenarios analyses, and works to provide a positive working environment for that team. The Supervisor also confers with and assists the Branch Manager, Executive Leadership, and Commissioner leadership on Division policies and objectives and coordinates the work of the section with other sections of the Division on a broad spectrum of subject areas within the unit's portfolio. In addition, the Supervisor represents and supports the Division and California Energy Commission (CEC) in meetings, briefings, conferences, and workshops, engaging other agencies, the Legislature, companies, research organizations, communities, and other stakeholders; participates in investigations and hearings and testifies as an expert witness in proceedings before the California Public Utilities Commission and courts; and prepares correspondence and reports.

The EAD assesses California's electricity, natural gas, petroleum, and transportation systems and trends to provide information to the state's decision makers and the public. These assessments inform the development, and implementation, of energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The DIB has the primary responsibility of collecting, analyzing, and reporting on energy industry data. DIB provides essential statistics and facts used to assess and develop energy policy, including generation, consumption, and refinery and petroleum supply data. DIB is responsible for implementing EAD's data strategy, using the latest data science tools and methodologies to inform stakeholders of relevant insights and developments. The EAD data strategy aims to elevate CEC as the state's lead agency for energy data and analysis. The DCAU is responsible for managing and developing analyses to provide forecasters, modelers, and decision makers with information.

Essential Duties

- 30% **Directing Unit Activities:** Direct and supervise the work activities of a professional public utility staff on a wide range of technical issues related to identifying areas of research and program development that support accurate, reliable, and simple-to-understand energy consumption profiles. Analyzing interval meter data, QFER consumption, Residential Application Saturation Survey (RASS) data, economic and demographic data in support of energy policy, trends, and reporting. Directing data modernization efforts and strategic direction to support robust data analytics; communicate with staff through routine meetings.
- 30% **Managing Team:** Lead a high-performing, highly motivated team of technical scientific public utility specialists, building team capabilities through successful hiring and skill development, and fostering a team culture of collaboration, creativity, respect, and excellence. 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.
- 10% **Technical Advising:** Drawing on technical expertise, advise and support Division management and CEC leadership on a broad spectrum of subject areas within the unit'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.
- 10% **Delivering Products:** Support unit in developing and delivering timely, high-quality work products, including written products, presentations and briefings, and other deliverables, with appropriate input from relevant experts and stakeholders, consistent with Division and CEC objectives. Ensure a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all deliverables.
- 10% **Collaborating and Coordinating:** Develop and foster partnerships with relevant local, state, and federal agencies; tribal governments; stakeholder groups; and the public to ensure broad engagement in unit activities and products.



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5% **Presenting:** Deliver presentations, present testimony, and represent the CEC at public meetings of the CEC, other government agencies, industry organizations, and other forums such as meetings and conferences with stakeholders, policymakers, and the general public.

Marginal Duties

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

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. Work hours beyond the eight-hour workday or forty-hour workweek may at times be required. 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): Stephen Lai _____

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