



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

**Classification(s):** Program and Project Supervisor, PUC

**Working Title:** Transmission Unit Supervisor

**Position Number:** 535-720-3504-002

**Division/Branch or Office:** Siting, Transmission and Environmental Protection Division / Clean Energy Infrastructure

**Collective Bargaining Identifier (CBID):** S09

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

**Date Approved:** May 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 Clean Energy Infrastructure 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 electric transmission policy, planning, permitting and development statewide and throughout Western Interconnect, 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.

### Essential Duties

30% **Managing Team:** Lead a high-performing, highly motivated team of technical, scientific, and communications 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.

- 20% **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.
- 15% **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.
- 15% **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% **Planning and Budgeting:** Lead the strategic planning for the unit, including long-term objectives, workplans, stakeholder engagement, and evaluation of workplan implementation, including achievement of objectives, milestones, and goals. Manage the development and implementation of unit budgets.
- 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. 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.



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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): Sean Simon \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_