



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

Classification(s): Energy Resources Specialist III (Supervisory)

Working Title: Portfolio Management Unit Supervisor

Position Number: 535-300-4813-001

Division/Branch or Office: Energy Research and Development/Administration

Collective Bargaining Identifier (CBID): S10

Work Week Group (WWG): E

Date Approved: June 19, 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 Deputy Director of Energy Supply and Demand, the incumbent serves as the highest-level resource specialist and performs a variety of supervisory, program evaluation, planning, policy analyses, and formulation activities, as well as technical review and feedback to staff on written work products. The Supervisor leads, supervises, and directs a multi-disciplinary team working on a variety of technical and analytical tasks related to the portfolio management of the Division's programs — including investment planning; funding research, development, demonstration, and deployment agreements; budget tracking; annual reporting; meeting management; process standards; and training — and works to provide a positive working environment for that team. The Supervisor also advises and assists the Branch Managers, Executive leadership, and Commissioner leadership on a broad spectrum of subject areas within the unit's portfolio. In addition, the incumbent 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 interested parties.

Essential Duties

35% **Directing Unit Activities:** Direct and supervise the work activities of professional staff on a wide range of technical issues related to portfolio management of the Division's programs, agreements, annual reporting, and budget planning process; communicate with staff through

routine meetings. Lead the team in developing agreements, including the scope of work, budget, and schedule of deliverables. Lead teams responsible for coordinating Lead Commissioner Briefing Meetings, division training, and database management. Participate as an active member of the Process Improvement Committee, which is responsible for maintaining and streamlining the Division's policies and procedures.

- 15% **Managing Team:** Lead a high-performing, highly motivated team of technical, scientific, and analytical 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.
- 15% **Advising:** 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% **Division Planning and Budgeting:** Prepare and report on budgets and work plan implementation mechanisms to meet workplan objectives and maintain quality control of division products; prepare reports and meet with the Deputy Director to review the status of unit work, resolve issues, and make recommendations to the Deputy Director, Executive Office, and CEC Policy Committees. Collaborate with the CEC's Budgets; Accounting; and Contracts, Grants, and Loans teams to ensure alignment between their and the Division's processes and budget tracking. Collaborate with CEC's Information Technology Services Branch to ensure that CEC databases and other work products meet Division's needs. As needed, make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the CEC, California Public Utilities Commission, and other agencies.
- 10% **Unit 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.
- 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 interested parties, consistent with Division and CEC objectives. Ensure a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all deliverables.

Marginal Duties

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



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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): Angela Gould

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