



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

Classification(s): Supervisor I

Working Title: Contracts Manager

Position Number: 535-202-4800-008

Division/Branch or Office: Administrative and Financial Management Services/ Contracts, Grants and Loans.

Collective Bargaining Identifier (CBID): S01

Work Week Group (WWG): E

Date Approved: August 11, 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 Supervisor II, in the Contracts, Grants and Loans (CGL) office, the Policy and Operations Manager serves as the supervisor for the overall administration, policy development, training, and business meeting activities across the division. The incumbent manages the professional staff responsible for all areas of contracts, grants, loans, and federal agreements. Acts as the Energy Commission's subject matter expert for direction, questions and issues related to all CGL administration, policies, and procedures.

Essential Duties

- 45% Plans, develop, organizes, and directs the work activities associated with overall policy planning and administration of the contracts, grants, loans, and federal administration unit. Develops and implements and continually reviews and revises as necessary policy and procedure manuals, CGL staff desk manuals, commission-wide agreement manager manuals, CGL internal and commission-wide forms, division-wide and commission-wide training materials and presentation materials, delivers internal training to CGL commission agreement officers and commission-wide training to commission agreement managers, oversees and manages all business meeting operations and activities.
- 30% Acts as the subject matter expert to the Energy Commission, other state and local agencies, Department of Finance, Department of General Services and the Legislature on non-IT services contract issues. Advisory responsibilities include review of proposed budget change proposals and legislation to determine if programs are consistent with current funding rules

and legislative mandates. Researches and answers the most complex staff questions related to contract agreements, solicitations and invoices. Processes the most complex, difficult or sensitive contract agreements and solicitations. Acts as lead expert during contract audits.

- 25% Supervises professional analytical staff by applying appropriate hiring, placement, evaluation, training, discipline, and termination practices; ensures the maintenance of a safe work environment; writes and consults with direct reports on annual reviews, and approves various employee requests/documents.

Marginal Duties

- 10% Acts as the Commission's liaison and representative with state and federal agencies on matters related to contracting needs. Oversees the commission Small Business/Disabled Veteran Business Enterprise program. Represents the Commission's administrative interests when meeting with California Natural Resources Agency, Department of Finance and Department of General Services representatives.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

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.



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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): Tatyana Yaksina

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