



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

Classification(s): Program and Project Supervisor, PUC

Working Title: CEQA Project Management Unit Supervisor

Position Number: 535-760-3504-003

Division/Branch or Office: Siting, Transmission, and Environmental Protection Division / Siting and Environmental Branch

Collective Bargaining Identifier (CBID): S09

Work Week Group (WWG): E

Date Approved: August 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 general direction of the Branch Manager of the Siting and Environmental 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 incumbent plans, organizes, and directs the team of CEQA Project Managers working on a variety of project management, technical, and analytical tasks related to the California Energy Commission's Application for Certification, Small Power Plant Exemption, and Opt-In Certification programs, and works to provide a positive working environment for that team. The Supervisor also confers with and assists the Branch Manager and Division, Executive, 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 CEC and courts; and prepares correspondence and reports.

Staff in the CEQA Project Management Unit are responsible for managing the assessment of environmental impacts, evaluation of alternatives for energy facilities, and environmental justice analyses; the development of measures and strategies to minimize and mitigate significant impacts; the review and understanding of relevant federal, state and local agency laws, ordinances, regulations and standards; the application of scientific approaches to data collection and analysis including using complex computer models; the conduct of scientific investigations and completing difficult technical analysis. Staff in this unit also research new technology development and recommend and implement statewide planning and policy initiatives for the CEC and the Governor, as well as develop and evaluate proposed legislation. Staff conducts publicly noticed workshops to gather information in an open and public process and testifies at quasi-legal proceedings before the Commission.

Essential Duties

- 30% **Directing Unit Activities:** Direct and supervise the work activities of CEQA Project Management Unit. This includes working with the unit staff, consultants, other project supervisors and program managers on a wide range of technical issues related to energy facility licensing; communicating with staff through routine meetings and helping them to operate efficiently and effectively to achieve their goals and objectives.
- 20% **Managing Team:** Assists the Program Manager and the Division's Management Team in leading a high-performing, highly motivated team of technical, scientific, and environmental specialists, build team capabilities through successful hiring and skill development, and foster 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% **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.



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- 10% **Technical Advising:** Advise and support Division management and Commission leadership on a broad spectrum of subject areas within the unit's portfolio utilizing technical expertise. Serve as a member of the Division's team of supervisors and managers, contribute to the establishment and implementation of Division programs, administrative policies, budget and resource plans, long-term direction, and strategic plans and procedures.
- 10% **Presenting:** Deliver presentations, present testimony, and represent the Commission at public meetings of the California Energy Commission, other government agencies, industry organizations, and other forums such as meetings and conferences with stakeholders, policymakers, and the public.
- 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.
- 5% **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.

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-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): Eric Knight _____

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