



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

**Classification(s):** Career Executive Assignment (CEA), Level B

**Working Title:** Director of the Energy Assessments Division

**Position Number:** 535-800-7500-001

**Division/Branch or Office:** Energy Assessments Division

**Collective Bargaining Identifier (CBID):** M01

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

**Date Approved:** 9/8/2026

**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 administrative direction of the Executive Director, the Director of the Energy Assessments Division serves as a member of the Executive Director's Management Team and is responsible for working with the team to implement the mission and goals of the Energy Commission. The Director is also responsible for planning, organizing, and directing the programs and resources of the Energy Assessments Division and ensuring these activities are coordinated with other programs within the Commission. The Director also advises the Commission, Governor's Office, members of the Legislature, and other government agencies on matters related to natural gas and electricity supply and demand and the infrastructure to support ongoing policy decisions. The Director participates in the development and evaluation of Commission and state energy policy.

### Essential Duties

30% Provide management direction and leadership for analysis and deliverables requiring a broad policy perspective and a high degree of political sensitivity, including innovation in fuels supply analysis methods, assessing the impacts of transitioning away from fossil fuels, and developing long-term transition plans for transportation fuels and infrastructure. Responsible for formulating, reviewing, and implementing policies, regulations, and procedures related to the areas listed above. Provide support and leadership for division and special projects such as policy reports, and legislation review that involve interoffice and interdivisional coordination and may require a timely response to Commissioners, the Legislature, or the Governor.

- 25% Represent the division at Commission hearings, business meetings, policy and division-specific meetings, interdivisional meetings, interagency meetings, project workshops, and other forums.
- 15% Provide oversight for the division's administrative activities, including budget and workplan preparation, technical support, contract management, and personnel actions. Evaluate staff activities, projects, and performance to ensure compliance with Commission mandates and policies and to ensure continuity with program missions and goals.
- 15% Participate with the Director in decisions on complex policy matters such as petroleum regulatory frameworks, refining margin and penalties, refinery maintenance oversight, gas system decarbonization, transportation fuels transition, and on the overall activities, organization, and long-term direction of the division. Develop policy statements, analysis direction, and division goals as needed.
- 10% Provide supervision to a select group of staff. Foster a positive work environment; communicate with staff through routine meetings; provide staff training, mentoring, individual performance monitoring, feedback, and coaching to assist staff in meeting and exceeding performance standards. Perform direct personnel management activities including timely performance evaluations, appraisals, and disciplinary actions; sustain individual and team motivation; assist staff in career development; and initiate personnel action requests to recruit and promote staff.

### **Marginal Duties**

- 5% Performs other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

### **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):** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_