



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

Classification(s): Career Executive Assignment (CEA) – Level A

Working Title: Deputy Director, Zero-Emission Vehicle Strategy, Planning, and Market Development

Position Number: 535-600-7500-003

Division/Branch or Office: Fuels and Transportation Division - Administration

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): E

Date Approved: October 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 general direction of the Director of the Fuels and Transportation Division (FTD), the Deputy Director is responsible for assisting the Director, and collaborating with FTD's other Deputy Director, in all aspects of the division's deliverables including principal administration and oversight of strategy, planning, and zero-emission vehicle market development including the annual Clean Transportation Plan (CTP) Investment Plan Update, grant solicitation development, vehicle grid integration and distribution grid reliability/resiliency, integration of new electric vehicle load, new regulations and rulemakings, and other administrative responsibilities core to the operation of the division. In this capacity, the Deputy Director often functions in the place of and as an extension of the Director. The Deputy Director supports all aspects of the division's roles and responsibilities including working with and directing division staff and engaging with internal and external stakeholders. In addition, the Deputy Director has a responsibility to manage and interact with division branch managers, supervisors, and staff regarding the division's analysis, and to provide oversight and management of the division's deliverables, policies, risk assessments, and administrative and budget functions.

Essential Duties

20% **Division Management:** Provide direction and leadership for analysis and deliverables requiring a broad policy perspective covering the full ecosystem surrounding electric

vehicle charging and the state's electrical grid, related data processing and data inventories, investment and strategy decisions, and complex legislative bill analysis and rulemakings. Responsible for formulating, reviewing, and guiding the development of 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, and/or the Governor's Office.

- 20% **Advising:** Collaborate with the Director and the other FTD Deputy Director in managing and guiding regulatory rulemakings, strategy and planning of the annual CTP Investment Plan Update, program investments and grant funding opportunities, and on the overall activities, organization, and long-term staffing and direction of the division. Develop core objectives, analysis direction, and division goals as needed.
- 15% **Collaborating and Coordinating:** Represent the division at Commission hearings, business meetings, policy and division specific meetings, interdivisional meetings, interagency meetings, project workshops, and other internal and external forums including providing testimony at legislative hearings.
- 20% **Division Administration:** 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% **Supervise Staff:** Provide supervision to a select group of senior staff. Foster a positive work environment; communicates 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

- 10% Perform 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.



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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-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): Spencer Reeder

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