State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Analyst IV

Working Title: Rulemaking Coordinator

Position Number: 535-150-5403-XXX

Division/Branch or Office: Small Offices / Executive Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: November 4, 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 Executive Director, The Rulemaking Coordinator (Analyst IV) serves as the California Energy Commission's prime resource responsible for administrative oversight, planning, organizing, coordinating, and overseeing rulemaking activities across the California Energy Commission (CEC).The incumbent independently carries out program oversight and lead responsibilities related to the Administrative Procedure Act (APA) for the promulgation of regulations through rulemaking, ensuring that regulations developed and adopted by the CEC comply with the requirements of the Office of Administrative Law (OAL), Department of Finance (DOF), and applicable Federal and state statutes. In addition, the Rulemaking Coordinator advises the Executive Management team, Commissioners, and division management on a broad spectrum of active and potential rulemakings assigned to the CEC.

As a regulatory agency, the CEC routinely adopts regulations developed by staff across many divisions and programs. The success and expediency of these rulemakings is what will ensure the CEC meets its mission to lead the state to a 100% clean energy future for all; and the state of California will make progress toward its climate goals and legislative mandates. The Rulemaking Coordinator will work independently and facilitate efforts across other CEC divisions and units to ensure all rulemakings meet a consistent standard of technical and administrative quality, maintain project plans to achieve timely results, and that rulemaking materials are completed and organized in compliance with the APA. In addition, the incumbent may represent the Commission before various state, federal, and local energy agencies; regulated entities; a range of other stakeholders; and the public.

Essential Duties

40% **Rulemaking Management:** With a high degree of autonomy prepares regulation documents for all rulemakings activities across the CEC in compliance with the APA and CEC best practices, with input from technical staff and management. Research and prepare written materials necessary for the promulgation of regulatory packages. Provide review of staff reports and other materials used to support the rulemaking process. Review all rulemaking activities to ensure compliance with the APA. Coordinate technical input and review of initial and final regulatory documents across divisions and units, Division offices, Chief Counsel's Office, Executive Office, Lead Commissioner, California Natural Resources Agency (CNRA), DOF, and the OAL, including preparation of appropriate transmittal documents. Guides rulemaking activities to ensure legislative mandates are being met, the process is comprehensive and transparent and meets all control agency rules and guidance. Develop and recommend CEC rulemaking policies and procedures. Prepare written materials in conjunction with CEC policies and procedures for complying with the APA.

25% **Planning and Monitoring:** Establish a centralized rulemaking planning and execution approach that ensures regulations are applied consistently across all sectors, reducing confusion, and improving compliance consistency and uniformity. Prepare and maintain the CEC's rulemaking calendar, in consultation with the Chief Counsel's Office and Division rulemaking units. Tracks rulemaking progress by developing and monitoring project schedules and providing regular updates to divisions and Executive Office. Develops rulemaking timelines consistent with the requirements of the APA and works with staff to meet applicable timelines. Communicates issues and barriers to management in a timely and transparent manner. Independently solves problems related to rulemaking development, approval processes, and control agencies' questions.

20% **Stakeholder Management:** As a highly skilled specialist and prime resource serves as the Commission's lead rulemaking analyst and subject matter expert in coordination with all CEC divisions, Chief Counsel's Office, and Executive Office. Acts as CEC rulemaking liaison with OAL, DOF, CNRA, and other external agencies. Ensures that regulatory submissions and communications are thorough, complete, and accurate. Analyze and develop, and when necessary, review Division's responses to public inquiries on the nature and status of proposed and adopted regulations, and determine the manner and scope of responses to public written and oral comments to regulations ensuring responses satisfy APA requirements. Facilitate informal stakeholder meetings to inform rulemaking development and public hearings as required by the APA. Serve as subject matter expert on the public comment process, public notification, and public hearing requirements.

10% **Training and Instruction:** Identifies areas of instructional need for staff related to the rulemaking process. Develops strategies and maintains training materials, coordinates training, and regularly provides instruction to CEC staff on the APA rulemaking process, procedures, and best practices. Maintains templates and best practices for each phase and deliverable associated with the rulemaking process, including pre-rulemaking activities and preparation. Develops and manages posting of regulatory data, reports, and information on the CEC website and to dockets, and ensures published documents are ADA accessible.

Marginal Duties

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

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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): Jen Martin-Gallardo_____

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