

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resources Specialist III (Supervisory)	Position No. 410-4813-003
CBID: S10	Office: Appliances and Outreach and Education
Date Prepared: April 28, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resources Specialist III (Supervisory) is under the general supervision of the Energy Resources Specialist III (Managerial), in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent is the first-level supervisor and performs a variety of supervisory, program evaluation and planning, policy analysis and formulation, environmental impact assessment, and energy site and facility planning tasks. The incumbent will supervise and direct technical staff and have major program responsibilities in the evaluation, analysis and development of appliance efficiency standards that can be adopted through the regulatory process. The incumbent also supervises professional staff in the implementation of the compliance and enforcement functions of the program to ensure compliance with state and federal appliance efficiency standards. In addition, the incumbent assists the Energy Resources Specialist III (Managerial) in coordinating interagency working groups and stakeholder collaboratives to leverage energy efficiency opportunities.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 30% Plans, organizes and directs the work of staff engaged in compliance and enforcement activities. The incumbent shall ensure that the regulated community is receiving a high level of customer support from compliance staff. Oversees the development and closure of enforcement matters to ensure high levels of compliance with adopted state and federal standards. (E)
- 30% Plans, organizes and directs the work of staff engaged in the technical analysis and evaluation of proposed appliance efficiency standards; and coordinates the preparation of reports, models and analyses of appliance measures to determine energy use and technical, economic and environmental feasibility. Oversees the development of required rulemaking documents pursuant to the Administrative Procedures Act. (E)
- 10% In consultation with the Energy Resources Specialist III (Managerial), helps lead and coordinate interagency working groups and stakeholder collaboratives to leverage external

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resources to implement energy efficiency measures supporting the appliance energy efficiency program. (E)

- 10% Provides supervision for all individuals within the unit including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Represents the Commission before utilities, legislators, private energy service companies, federal lending institutions, other state and local government agencies, the public and industry organizations affected by efficiency programs. (E)
- 5% Assists the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Vacant Date </div> Energy Resources Specialist III (Supervisory)	<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Kristen Driskell Date </div> Energy Resources Specialist III (Managerial)