

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



Classification: Energy Resources Specialist III (Supervisory)	Position No. 151-4813-001
CBID: S10	Office: Office of Compliance and Enforcement
Date Prepared: July 11, 2017	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resources Specialist III (Supervisor) is under the general supervision of the Director of the Office of Compliance Assistance and Enforcement (OCAE). The incumbent is the first-level supervisor and performs a variety of management tasks including: program administration (e.g. budgeting and personnel management), program implementation and enforcement, program evaluation and planning, policy analysis and formulation, and environmental impact assessment. The incumbent supervises a large technical staff engaged in the analysis, development, evaluation, implementation, and enforcement of the title 20 appliance energy efficiency standards. The incumbent also directs this staff in the daily administration of the compliance assistance and enforcement program to ensure compliance with state appliance energy efficiency standards. In addition, the incumbent assists the Director of OCAE with the enforcement of other Energy Commission programs.

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, lab audits, manufacturer tours, 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:

- 25% Plan, organize, supervise, and direct professional and technical staff working within the Office of Compliance Assistance and Enforcement (OCAE) to identify targets for investigation through public and industry tips, data mining and market surveys (e.g. retailers and manufacturers). This technical staff investigates these alleged violations of the appliance efficiency regulations and gathers evidence through interviews with industry representatives, internet searches, laboratory audits and testing, field work, and communications with market participants. (E)
- 25% Plan, organize, and direct the work of technical staff engaged in collaboration with legal and appliance program technical staff to draft compliance and enforcement related advisories and correspondence, conduct settlement negotiations, and draft settlement documents; develop and maintain suitable enforcement record-keeping protocols and files and mentor staff in their proper use; prepare enforcement documents for administrative and judicial proceedings; assist attorneys with drafting legal pleadings and other documents; and testify before Energy Commission in adjudicatory hearings and in administrative and superior court hearings. (E)

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- 20% Plan, organize, and direct the work of staff that will establish, implement, and manage an energy efficiency laboratory audit program to verify that industry contract laboratories (e.g. UL, Intertek, etc.) and manufacturers' laboratories are following the appropriate engineering testing and data reporting protocols set forth in the applicable state and federal regulations and referenced test procedures. Direct staff in the management of our contract test laboratory currently housed at the College of Engineering at California State University, Sacramento. (E)
- 10% Recruit and hire staff for OCAE and provide supervision including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Assist the Director of OCAE with administering the budget for OCAE and other administrative and management matters. Assist the Director of OCAE with management responsibilities within the office, including recruitment, administrative and management coordination. (E)
- 10% Assist the Director of OCAE with the enforcement of other Energy Commission programs. Perform other duties as required consistent with the specifications of this classification. (E)

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	
_____ Vacant Date Energy Resources Specialist III (Supervisory)	_____ Paul E. Jacobs Date Assistant Executive Director – Director, OCAE