

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Staff Services Manager I (Specialist)	Position No. 400-4800-001
CBID: R01	Office: Administration
Date Prepared: February 1, 2018	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

As a regulatory agency, the California Energy Commission regularly adopts regulations. Within the Commission, each division, in consultation and collaboration with the Chief Counsel's Office, maintains the primary responsibility for the development of the documentation necessary to support regulations. The adoption of regulation is a complex process which requires substantial attention to detail. It is a process which stretches over months and involves the development and thorough review of factual and legal information to ensure the Commission's Efficiency Division policy has been properly enunciated and that there has been full compliance with all substantive and procedural requirements.

Under the direction of the Deputy Director and Chief Deputy Director, the Staff Services Manager I (Specialist) independently carries out responsibilities under the Administrative Procedure Act (APA) for the promulgation of regulations. It is the responsibility of the incumbent to ensure that regulations adopted by the Efficiency Division comply with the requirements of the Office of Administrative Law (OAL) and other applicable federal and State statutes.

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 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% Review rulemaking activities to ensure compliance with the APA; develop and recommend Efficiency Division regulatory policies; prepare written materials in conjunction with Energy Commission policies and procedures for complying with the APA; coordinate rulemaking processes; research and prepare written materials necessary to the promulgation of regulatory packages; analyze and develop 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 comments to regulations. (E)
- 25% Serve as liaison with OAL and the Commission's Chief Counsel's Office on the technical review of statutory criteria applicable to rulemaking; analyze the statutory and regulatory authority to ensure that rulemakings meet the requirements of law; review, edit, and develop strategies and proposals to correctly identify problem areas of each component of rulemaking records to ensure conformance with the requirements of the APA, the Public

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Resources Code, other applicable statutes, and federal regulation. Develop Fiscal Impact Statements and Updated Informative Digest for rulemaking records. (E)

- 15% Coordinate reviews of initial and final regulatory documents with staffs of Efficiency Division offices, Chief Counsel's Office, Executive Office, Lead Commissioner, California Natural Resources Agency (CNRA), and Department of Finance (DOF), including preparation of appropriate transmittal documents. Consult with CNRA, DOF, and OAL on rulemaking procedures and practices. (E)
- 15% Prepare Efficiency Division annual rulemaking calendar in consultation with the Chief Counsel's Office. Develop rulemaking timelines consistent with the requirements of the APA, and work with Efficiency Division staffs to meet applicable timelines. Identify areas of instructional need; and develop an instructional plan, prepare training materials, coordinate training, and present seminars and instruction to Efficiency Division staffs on the APA rulemaking process, procedures, and best practices. Develop and manage posting of regulatory data, reports, and information on the Energy Commission's Website, and maintain and update all regulatory activities in conformance with statutory development requiring electronic availability of regulatory documents. (E)
- 10% Prepare and review technical materials necessary to respond to issues associated with the development of non-regulatory matters, such as legislative reports, Efficiency Division guidance documents, correspondence, internal memoranda, and other reports. Review statutes enacted by the Legislature to determine its impact on Efficiency Division regulatory policies and procedures under the APA and advise and recommend necessary changes to internal programs to implement and effectuate the require changes. (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

<hr/> Vacant Staff Services Manager I (Specialist)	<hr/> Dave Ashuckian Deputy Director
Date	Date