

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resource Specialist III (Managerial)	Position No. 420-4805-001
CBID: M10	Office: Existing Buildings
Date Prepared: January 26, 2018	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resource Specialist III (Managerial) is under the general direction of the Deputy Director of the Efficiency Division. The incumbent manages and directs a multidisciplinary staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analysis, and implementation of energy efficiency regulations and opportunities in existing residential and nonresidential buildings. The incumbent plans, organizes, directs, and manages staff and activities to develop and implement energy efficiency programs for existing buildings in California. In addition, the Energy Resource Specialist III (Managerial) advises the Deputy Director, Executive Director and Commissioners on a broad range of efficiency issues and serves as the Commission's representative on various regional, national, professional and governmental bodies which significantly influence the state's energy efficiency programs related to existing buildings.

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:

- 25% Plans, organizes and directs the work of a professional staff engaged in developing and implementing energy efficiency programs and regulations for existing buildings in California. Oversee outreach programs, education, training, technical assistance and informational services to the existing building industry. (E)
- 20% Represents the Commission in presentations, briefings and meetings and maintains high level liaison with utilities, legislators, other state and local government agencies, and the public and industry organizations affected by the implementation of efficiency programs for existing buildings. (E)
- 20% Develops planning and analytic methodologies to assess and evaluate programs to increase efficiency in existing buildings, and marketing, outreach and educational for efficiency measures and programs. (E)
- 20% Interprets and assesses collected data and analyses, and advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners

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regarding programs, policy issues, and legislative proposals on energy measures and programs to achieve greater efficiency, including marketing, outreach, and educational programs for existing buildings. (E)

10% Acts as the Commission's primary contact for marketing, outreach, and educational programs for efficiency measures for existing buildings. (E)

5% Performs 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; margin-top: 20px;"> Vacant Date Energy Resource Specialist III (Managerial) </div>	<div style="border-top: 1px solid black; margin-top: 20px;"> Dave Ashuckian Date Deputy Director </div>