

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resources Specialist III (Supervisory)	Position No. 440-4813-xxx
CBID: S10	Office: Local Assistance and Financing
Date Prepared: January 30, 2017	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 Local Assistance and Financing Office of the Efficiency Division. The incumbent is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The incumbent supervises and directs technical staff and has major program responsibilities in the more complex and technical functional areas of data management, evaluation, and analyses in support of Efficiency Division's data and analytical needs, particularly large data sets. The incumbent also assists the Energy Resources Specialist III (Managerial) in coordinating interagency working groups and stakeholder collaborative to leverage data management 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:

- 40% Plan, organize and direct the work of staff engaged in the collection, storage, use, and dissemination of energy data. Plan, organize, and direct in-house staff and contractors engaged in defining business requirements for databases, software applications, interfaces, and associated technology, and manage in-house staff and contractors developing and implementing that technology. Oversee analyses of energy data, including, but not limited to, statistical, econometric, and technical analyses. Coordinate and communicate with in-house staff and consultants serving the data analytical needs of the Efficiency Division, and the data analytical needs of other Divisions within the Energy Commission. (E)
- 30% Provide supervision for all staff within the unit including: individual motivation, performance review, career development, personnel actions, and training. Communicate with management, the Executive Office, and Commissioners, project status and updates. Assist in securing contracts to build a data lake. Prepare work plans, BCPs, and plan strategically to expand the data lake to accommodate all of the Energy Commission's needs. (E)
- 10% Coordinate the preparation of data governance rules and procedures (including consideration of confidentiality and privacy issues), data dictionaries, schema, and other



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data parameters. Coordinate such activities across office and division lines to assure consistency of approach. (E)

10% Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination. (E)

5% Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by data collection, storage, use, and governance related to energy data. (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	
<p>_____ Vacant Date Energy Resources Specialist III (Supervisory)</p>	<p>_____ Elise Brown Date Energy Resources Specialist III (Managerial)</p>