



Classification: Energy Resource Specialist III (Managerial)	Position No. 5100-4805-003
CBID: M10	Office: Customer Programs Office
Date Prepared: March 27, 2017	Division: Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resource Specialist III (Managerial) is under the general direction of the Deputy Director of the Renewable Energy Division. The Energy Resource Specialist III (Managerial) is responsible for planning, organizing, directing and managing the staff, programs and activities of the Customer Programs Office. The Energy Resource Specialist III (Managerial) advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues relating to distributed generation technologies and integration, including state and local programs aimed at accelerating the adoption of small-scale solar energy systems throughout the state; technological and other opportunities for integration; and performance, reliability, and consumer protection issues related to rooftop solar generation technologies. In addition, the Energy Resource Specialist III (Managerial) represents the Division and the Commission before various state, federal, and local energy regulatory agencies and regional, national, professional, and governmental bodies which significantly influence the state's policy with respect to the goals of the administration's renewable energy policies.

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 conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. 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 word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 60% Plan, organize, and direct the staff, products, and activities of the Division's Customer Programs Office. This includes managing the Renewable Energy Incentives Unit, the Distributed Generation Technology Unit, and overseeing the staff, incentives, contracts, loans and products associated with the programs run by these units; preparing and monitoring office workplans, staffing plans, and budgets; hiring; training, coaching, and evaluating staff performance and providing support to develop their capabilities; facilitating open communication within the office and between the office and other parts of the Commission and other agencies; facilitating a positive and professional work environment within the office; directing and reviewing staff work products and holding staff accountable for their professionalism and work performance. (E)
- 15% Assist the Deputy Director and serve as a member of the Division's Management Team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures. (E)

DUTY STATEMENT

CEC-004 (Revised 04/16)

PROPOSED

CALIFORNIA ENERGY COMMISSION



- 10% Develop policy recommendations and advise the Deputy Director, Executive Director, and Commissioners. (E)
- 10% Represent the Division and the Commission before various state and federal agencies, the Governor's office staff, Legislature, industry groups and other organizations that significantly influence the state's energy policy. (E)
- 5% Other duties as required consistent with the specification 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</p> <p>Energy Resource Specialist III (Managerial)</p>	<p>COURTNEY SMITH _____ Date</p> <p>Deputy Director</p>