



<b>Classification:</b> Energy Resources Specialist III (Sup)	<b>Position No.</b> 520-4813-001
<b>CBID:</b> S10	<b>Office:</b> RPS Verification
<b>Date Prepared:</b> June 15, 2017	<b>Division:</b> Renewable Energy
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direct supervision of the Energy Resources Specialist III (M), the Energy Resources Specialist III (S) will have supervisory responsibility over the Renewable Portfolio Standard (RPS) Verification Unit, including implementing and administering RPS policy, RPS verification and compliance activities, and various reporting requirements. Supervisory responsibility is for technical staff that works on various aspects of RPS verification and compliance in coordination with the RPS Certification Unit. The unit may also implement activities for the Power Source Disclosure program and other renewable energy activities and programs within the Renewable Energy Division.

#### **WORKING CONDITIONS:**

Work is performed indoors in an office setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-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 and Internet; participate in and lead meetings with other staff and with other agencies.

#### **DUTIES AND RESPONSIBILITIES:**

- 50% Plan, organize, and direct the work of professional staff engaged in developing, implementing and administering requirements of the RPS, specifically RPS verification and compliance activities. Provide supervision for all individuals within the unit including individual motivation, performance review, career development, personnel actions, and training. Prepare and monitor strategic planning documents and project plans for activities within the unit. (E)
- 30% Plan, organize and direct the work of professional staff engaged in developing and preparing reports, methodology documents, internal and stakeholder manuals and guidance documents, and electronic tracking and reporting systems that support RPS verification and compliance activities, PSD program activities, and other renewable energy programs. Coordinate closely with the supervisor of the RPS Certification Unit, and other Commission program leads as needed, to ensure program activities are integrated. (E)
- 10% Represent the California Energy Commission at interagency workgroups, public hearings, meetings and conferences to present information on the RPS program to stakeholders, policy makers, and the general public. (E)

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



- 5% Assist the Office Manager(s) and other supervisors within the Renewable Energy Division, with management responsibilities within the office, including recruitment, administrative and management coordination, and development, dissemination and enforcement of division policies and expectations. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
_____ <b>VACANT</b> Date Energy Resources Specialist III (S)	_____ <b>NATALIE LEE</b> Date Energy Resources Specialist III (M)