



Classification: Energy Resources Specialist III (Managerial)	Position No. 8100-4805-001
CBID: M10	Office: Supply Analysis
Date Prepared: November 17, 2016	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resources Specialist III (Managerial) (ERS III) is under the general direction of the Deputy Director of the Energy Assessments Division. The incumbent is responsible for planning, organizing, directing, and managing the staff, programs, and activities of the Supply Analysis Office (SAO). The ERS III advises the Deputy Director, Executive Director, and Energy Commissioners on a broad range of technical issues related to the electricity, natural gas, and transportation fuels supply systems including resources, market functions, modeling, and planning. In addition, the ERS III represents the Division and Energy Commission before various other state, federal, and local energy regulatory agencies, and regional, national, professional, and government bodies which significantly influence the state's policy with respect to the electricity system and market. Due to an expanded program workload and additional staffing, the EAD anticipates that the incumbent also will be working with the Deputy Director to implement changes in the division's organizational structure, including the SAO's, to better facilitate EAD's work activities.

WORKING CONDITIONS: Work is performed primarily indoors in an office and meeting-room setting and involves standing and walking as well as sitting for long periods of time. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; prepare quality reports and regulations for expert and layperson readers. The incumbent must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings. Additional hours beyond the 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:

40% Plan, organize and direct the staff, products, and activities of the SAO. This includes managing the Energy Commission's electricity resources and market assessment program, distributed energy resource integration, natural gas program, and the transportation fuels data program; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; facilitating open communication within the Office and between the Office and other parts of the Energy Commission and other agencies; communicating with representatives of the electricity, natural gas, and transportation industries and other agencies; facilitating a positive and professional work environment within the Office; and holding staff accountable for their products and performance. (E)



- 20% 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)
- 15% Supervise the SAO supervisors and office secretaries. This responsibility includes ensuring that supervisors hire, train, coach, and evaluate staff to allow them to meet their expected responsibilities and develop their technical capabilities to the fullest. Ensure that the Energy Commission's quality standards are met in document production, and that office procedures are clearly articulated and followed. (E)
- 10% Represent the Energy Commission in presentations, briefings and meetings, and maintains high level liaison with utilities, other state and local governments, technical societies, and legislative staff. Work with representatives from other agencies on electricity system and natural gas related issues and develops and implements electricity and natural gas resource planning processes and policies. (E)
- 10% Develop, advise and make recommendations to the Deputy Director, Executive Director, Energy Commissioners, and the Legislature regarding programs, policy issues, and legislative proposals on the state's electricity and natural gas resources and markets that impact California. Present information and assessment results to Energy Commission Committees, the full Energy Commission, Agency Secretaries, Governor's Office staff, Legislature, and other agencies. (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			
_____		_____	
Employee	Date	Sylvia Bender	Date
Energy Resources Specialist III (Managerial)		Deputy Director, Energy Assessments Division	