



Classification: Energy Resources Specialist III (Supervisory)	Position No. 8200-4813-003 (VACANT – Data Analysis & Survey)
CBID: S10	Office: Demand Analysis
Date Prepared: January 2, 2018	Division: Energy Assessments
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) of the Demand Analysis Office (DAO) and supervises the Data Analysis and Survey Unit. This unit is specifically tasked with establishing and implementing energy consumption data collection procedures and methodologies, reviewing and ensuring data quality, and establishing and maintaining data management protocols. The unit’s mission is to ensure that a reliable, robust, and ongoing data collection process is successfully developed and implemented at the Energy Commission. The supervisor oversees and supervises the unit as it develops and implements recurring sector specific surveys to characterize energy consumption, develops an efficient and focused survey data management process, bolsters data collection that is foundational to energy demand forecasting, identifies and resolves data quality issues, and performs new energy data analyses. The unit assists in re-establishing and maintaining the Energy Commission’s mandated energy data capabilities and contributes to improving the quality of the energy forecasting staff’s analytical work. In addition to the work of the DAO, this unit supports broader energy related policies and objectives by providing essential and fundamental energy consumption data which is used to develop energy demand forecasts, analyze energy-related issues, and assessing the effectiveness of existing state energy programs and policies as well as developing new energy policies.

WORKING CONDITIONS: The work is performed primarily indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to attend workshops, hearings, and meetings away from the Energy Commission’s headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required.

- 50% Plans, organizes, supervises, and directs the work of professional staff in the collection, management, and tracking of data collected under Energy Commission mandates and regulations. Works closely with staff to identify procedural and technical issues and support their rapid resolution. Ensures confidential data collected is handled according to Energy Commission protocols. Performs direct personnel supervisory activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, and provides feedback to meet performance standards. (E)
- 15% Actively participates in the development of data guidelines, rules, procedures, and participates in the formation of a data governance group, assists with the facilitation of data governance meetings, and incorporates risks and data limitations into unit prioritization and decision processes. Facilitates the expansion of survey efforts to meet the future needs of forecasting energy demand for changing circumstances, including energy demand at specific geographic locations and time of day as the Energy



Commission determines whether enough resources are available to meet the energy demand in these specific locations. (E)

15% Acts as the representative of technical staff at venues inside and outside the Energy Commission where the work products of the team are used. Provides staff with assistance needed to resolve any data acquisition issues including defining data transfer procedures, drafting and adhering to data confidentiality parameters, drafting non-disclosure agreements, participating in rulemaking efforts, and the continued identification of funding sources for continued data collection efforts. (E)

10% Performs administrative duties that include preparing workplans, budgets, personnel actions and duty statements, and weekly status reports. Monitors the progress of and implement mechanisms to ensure meeting workplan objectives and maintain quality control of products. (E)

5% Makes presentations before the Energy Commission, other government agencies, electric and gas utilities and organizations, and other public forums. Represents the Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. (M)

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	
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VACANT Date Energy Resources Specialist III (Supervisory)	Siva Gunda Date Energy Resources Specialist III (Managerial)