

DUTY STATEMENT

Classification: Planner II	Position No. 130-4756-002
CRIB: R01	Office: Public Adviser's Office
Date Prepared: July 17, 2014	Division: Executive/Small Offices
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Public Adviser, the incumbent will work to improve the public's awareness and role within the programs and activities of the California Energy Commission. The Public Adviser advises the public on how to participate fully and advises the Commission on the measures it should employ to assure open consideration.

California has led the nation in energy policy and actions implemented to reduce its greenhouse gas footprint, while focusing on an energy supply that keeps pace with growth. The programs of the California Energy Commission, including climate change, renewable energy, energy efficiency, transportation and the licensing of power plants, among others, are central to these goals. Public involvement is an essential component of all such Commission activities.

The incumbent will assist the Public Adviser in monitoring, directing, and/or responding to inquiries from the public, as well as in researching and evaluating activities and programs for improved public participation.

WORKING CONDITIONS.

Work is performed indoors in an office setting and/or meeting room settings involving sitting, standing and/or walking. The incumbent must work well with people inside and outside the Energy Commission, especially members of the general public. Travel will be required to attend workshops, hearings, meetings and project sites; and may result in additional hours beyond an eight-hour workday. While performing the duties described below, the incumbent is required to work independently and/or in a team environment; to utilize a personal computer and appropriate Commission software such as word processing, electronic mail and the internet; and to organize and/or participate in meetings with other staff and other agencies, as appropriate. The incumbent must be able to manage multiple assignments with competing deadlines of short duration.

DUTIES AND RESPONSIBILITIES.

- 40% **Public Coordination (E):** Identify interested and affected public for various projects and programs at the Commission through research and analysis. Recommend to the Public Adviser opportunities to improve public participation. Professionally respond and assist public inquiries by communicating complicated information in a simple, consumer-friendly manner. A respect and appreciation for divergent public opinions is essential. Effectively organize and manage an assigned project and program caseload, primarily power plant licensing cases. Review and analyze the public participation procedures of siting case applicants and joint-lead agencies in order to evaluate the effective integration of those procedures with the public involvement program of the Commission.
- 40% **Policy/Program Focus (E):** Research, analyze, and make recommendations to the Public Adviser about developing public participation policy, the role of public participation in developing Commission programs, such as power plant licensing, and the appropriate tools

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that may be employed to maximize public outreach and involvement in such situations. Research and evaluate the Commission’s public involvement activities and other states’ public participation processes to identify best practices. Write research reports and prepare progress reports of power plant licensing cases and/or siting case applicants for the Commissioners. Assist the Public Adviser in reviewing existing and proposed regulatory/statutory changes and/or guidelines for power plant/siting licensing cases, being sensitive to public participation/policy issues and recommending steps and techniques to protect due process.

- 10% **Hearings and Meetings (E):** As directed by the Public Adviser, attend hearings, workshops and other meetings to ensure that full and adequate participation by members of the public is secured. Answer questions and, as directed by the Public Adviser, give presentations effectively representing the Public Adviser’s Office to public participants, which may include legislators or their representatives, local elected officials, government agency representatives, stakeholders, industry technical experts, developers, landowners, political groups (such as environmental, environmental justice or labor, etc.), and the Energy Commission staff and Commissioners.

- 5% **Information Monitoring (E):** Review docketed materials and information from other agencies, and identifies issues which may have an impact on, or be of interest to, the public at large for the Public Adviser. Analyze such material and make recommendations regarding the applicability of such programs on the statutory responsibility assigned to the Public Adviser. Understand and properly refer public participation issues under the Americans with Disabilities Act (ADA).

- 5% **Public Adviser Assistance (M):** Performs other duties consistent with the classification as directed by the Public Adviser, either individual, or as part of a team.

EXPERIENCE/QUALIFICATIONS.

- Ability to work independently.
- Ability to effectively work in and make positive contributions to team.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Superior communication and writing skills.
- Excellent facilitation and organizational skills.
- Excellent interpersonal skills.

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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Planner II	Alana Mathews Public Adviser

STATE OF CALIFORNIA

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CALIFORNIA ENERGY COMMISSION
