



Classification: Energy Resources Specialist III (Supervisor)	Position No. 3500-4813-xxx
CBID: S10	Office: Energy Deployment & Market Facilitation
Date Prepared: April 3, 2018	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS Manager) for the Energy Deployment and Market Facilitation Office, the Energy Resources Specialist III (Supervisor) (ERS Supervisor) is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The ERS Supervisor will supervise the Research Analysis/Food Processing unit which is comprised of scientists and professional staff. The incumbent is knowledgeable in the principals of the Division’s diverse research, development and demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. Incumbent supervises and provides leadership to interdisciplinary staff that performs complex science, technology, economic and/or market analyses to support electricity RD&D research. The incumbent will provide supervision over EPIC Program planning and implementation, including implementation of EPIC Investment Plan(s); EPIC RD&D planning, contracting and grant award activities; developing and implementing innovative ideas, concepts and efforts to incubate new clean energy technology products/solutions through RD&D and market facilitation; conducting market research and analysis on the state of energy market, policy impacts and opportunities for clean energy; participating in the development of the annual report to the California Public Utilities Commission (CPUC); participating in scoping workshops for the development of the EPIC Investment Plan(s); and participating in CPUC EPIC proceedings. The incumbent is knowledgeable in advanced energy technologies and/or competitive energy markets; participates in R&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, varied and complex technology, economic and/or market analyses to support energy RD&D that provides ratepayer benefits; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission and members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills; and prepare quality reports for expert and layperson readers. The candidate will be required to provide oral and written presentations. The candidate 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 and may consume 5% to 10% of the candidate’s time. 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:

- 45% Plans, directs, oversees and coordinates a staff of scientific specialists and professional staff in their analyses and evaluation of RD&D projects and energy policies/planning. Independently analyzes and advises Commission management on the most complex energy research and development issues including legislation, ordinances or regulations; new policies being proposed by the Commission or other agencies; and implications of energy research and development proposals. Ensures that technical and policy documents prepared by staff and outside consultants are: coordinated and integrated with other technical disciplines; consistent with Division and Commission policies and objectives; technically adequate and accurate, and appropriate for the intended audience. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the unit and ensure timely completion of staff assignments. (E)
- 25% Consult with the program-level leads, ERS Manager, Division Management, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff. (E)
- 15% Consult with stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the RD&D program. Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies. (E)
- 5% 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			
_____ Incumbent Energy Resources Specialist III (Supervisor)	_____ Supervisor Energy Resources Specialist III (Managerial)	_____ Date	_____ Date