

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resources Specialist III (Supervisory)	Position No. 450-4813-xxx
CBID: S10	Office: Standards Compliance
Date Prepared: February 2, 2018	Division: Efficiency
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) in the Standards Compliance Office of the Efficiency Division. The incumbent supervises and directs a multidisciplinary staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analyses, and implementation of energy efficiency opportunities that can be achieved by compliance and enforcement of the the *Building Energy Efficiency Standards* (Energy Standards). The Energy Resources Specialist III (Supervisory) supervises the Standards Implementation Unit. The incumbent assists the Energy Resource Specialist III (Managerial) in coordinating interagency working groups and stakeholder collaborative to leverage energy efficiency opportunities.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. 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 Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 70% Plan, organize, and direct the work of a multidisciplinary staff engaged in technical analysis, evaluation of compliance with the Energy Standards, development and implementation of plans and efforts to increase compliance with the Energy Standards, and enforcement. This work includes, but is not limited to, the following. Plan, organize, and direct the staff work related to these efforts: (1) Develop, implement, and enforce a responsible contractor policy to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or foregone due to poor-quality workmanship, as provided by Senate Bill 350 (2015). (2) Develop, implement, and enforce consumer protection guidelines for energy efficiency products and services, per Senate Bill 350. (3) Facilitate stakeholder engagement for the purposes of investigating, identifying, and evaluating compliance with the Energy Standards and performing the above tasks. (E)
- 10% Provide supervision for all staff within the unit including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Represent the Energy Commission before utilities, legislators, other federal, state, and local government agencies; the public; and industry organizations affected by efficiency programs. (E)



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5% Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination. (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	
<p>_____ Vacant Date Energy Resource Specialist III (Supervisory)</p>	<p>_____ Vacant Date Energy Resource Specialist III (Managerial)</p>