

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resource Specialist III (Managerial)	Position No. 450-4805-xxx
CBID: M10	Office: Standards Compliance Office
Date Prepared: February 2, 2018	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Resource Specialist III (Managerial) is under the general direction of the Deputy Director of the Efficiency Division. The incumbent plans, organizes, directs and manages staff and activities to develop and implement compliance, enforcement, outreach and educational programs for building standards, and other energy efficiency programs in California plus provide education, training, technical assistance and information services to the building industry and responds to calls from local governments, building industry members and the general public regarding building standards and building retrofits. In addition, the Energy Resource Specialist III advises the Deputy Director, Executive Director and Commissioners on a broad range of efficiency issues and serves as the Commission's representative on various regional, national, professional and governmental bodies which significantly influence the state's energy efficiency programs.

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:

- 25% Plans, organizes and directs the work of a professional staff engaged in developing compliance, enforcement, and outreach programs for building standards and building retrofit programs in California plus education, training, technical assistance and informational services to the building industry. (E)
- 20% Represents the Commission in presentations, briefings and meetings and maintains high level liaison with utilities, legislators, other state and local government agencies, and the public and industry organizations affected by the implementation of building standards. (E)
- 20% Develops planning and analytic methodologies to assess and evaluate compliance, enforcement, and marketing, outreach and educational programs. (E)
- 20% Interprets and assesses collected data and analyses, and advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners regarding programs, policy issues, and legislative proposals on compliance, enforcement, and marketing, outreach, and educational programs for building standards in California. (E)

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- 10% Acts as the Commission's primary contact for compliance, enforcement, marketing, outreach, and educational programs for building standards. (E)
- 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

<p>_____ Vacant Date Energy Resource Specialist III (Managerial)</p>	<p>_____ Dave Ashuckian Date Deputy Director</p>
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