

DUTY STATEMENT

Classification: Energy Resources Specialist III (Managerial)	Position No. 5100-4805-001
CBID: M10	Office: Administrative Office
Date Prepared: February 28, 2018	Division: Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Deputy Director of the Renewable Energy Division, the Energy Resources Specialist III (Managerial) plans, organizes, directs and manages the staff and activities in the following program areas: Renewables Portfolio Standard Program, Integrated Energy Policy Report, Geothermal Grant and Loan Program, Power Source Disclosure, Senate Bill 350 implementation, and other initiatives related to utility-scale and distributed renewable generation. The Energy Resources Specialist III advises the Deputy Director, Executive Director, and Commissioners on a broad range of renewable technology and market issues, and may represent the division or Energy Commission on regional, national, professional, and government bodies that influence the state's renewable programs.

WORKING CONDITIONS:

Work is performed indoors in an office and meeting room settings involving sitting, standing, and walking. The incumbent must work well with other Energy Commission staff, the general public, and a wide variety of stakeholders; perform well under the pressure of deadlines; exercise good listening and communication skills; prepare quality reports for expert and layperson readers; provide oral and written presentations; and participate in and lead meetings with internal staff and with other agencies. Travel may be required to attend workshops, hearings, and outside meetings. 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.

DUTIES AND RESPONSIBILITIES:

- 50% Plan, organize, direct, and manage the work of professional staff engaged in developing and implementing California's renewable programs and initiatives. Prioritize work to ensure that work products are complete, timely, and of high quality. Ensure that staff develop program and technical expertise and support overall staff development. Balance ongoing workload with unplanned and high-priority requests to ensure that critical work is completed. Keep the Deputy Director, executive management and Commissioners apprised of project status. Recruit, train, coach, develop, and evaluate the performance of technical and clerical staff. (E)
- 10% Coordinate with federal, state, regional and local agencies, public and private organizations and groups affected by or interested in the division's programs. Represent the Energy Commission before federal, state, and local agencies as needed. In this

DUTY STATEMENTCEC-004 (Revised 04/07)
COMMISSION

PROPOSED

CALIFORNIA ENERGY



capacity, the incumbent may have frequent involvement with the media dealing with highly sensitive and/or complex subject matter. (E)

- 10% Advise and make recommendations to the Deputy Director, Executive Director, Commissioners, and others regarding programs, sensitive policy and technical issues, and legislative proposals related to the state's renewable programs, policies, and procedures. (E)
- 10% Prepare, monitor, and update office work plans, budgets, and administrative and fiscal reports. Monitor monthly, quarterly, and annual program fiscal reports to ensure that annual program funding is properly safeguarded, recorded, and expended. (E)
- 10% Assist the Deputy Director in designing and implementing Division programs, policies, and procedures. Organize and lead teams to implement new legislative mandates and programs to make sure mandates are successfully implemented within required timelines. (E)
- 5% Represent the Energy Commission in presentations, briefings, and meetings. (E)
- 5% Perform other duties as 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	
_____ Vacant Date Energy Resources Specialist III (Managerial)	_____ Natalie Lee Date Deputy Director