



<b>Classification:</b> Energy Resources Specialist III (Supervisory)	<b>Position No.</b> 8200-4813-001 (Forecasting Unit)
<b>CBID:</b> S10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> November 26, 2017	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Manager of the Demand Analysis Office the incumbent supervises and directs multi-disciplinary professional technical staff who develop and prepare energy demand forecasts for various sectors (residential, commercial, industrial) and subsectors in California, verify energy efficiency savings impacts on California’s energy demand, and prepare analyses and forecasts that can assist the state’s policy makers in developing energy efficiency goals.

**WORKING CONDITIONS:** Work is performed indoors in an office setting. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:**

- 45% Plans, organizes, supervises, trains, and directs the work of professional staff who perform energy demand forecasting, energy efficiency savings estimation, and efficiency savings verification. This includes oversight on a wide range of technical issues related to economic analysis and statistical studies of energy demand, forecasting, computer model development and maintenance. Communicates with staff through routine meetings; performs direct personnel management activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, personnel actions, and provides feedback and coaching to meet performance standards. (E)
- 20% Plans, organizes, leads, and coordinates the development of utility efficiency savings estimates, efficiency forecasts for incorporation into the biennial energy demand forecast, methods to verify efficiency savings and to estimate efficiency potential forecasts, efficiency goal (target) setting, and the impacts of efficiency on policies such as greenhouse gas emission reductions; reviews and contributes to chapters in the Integrated Energy Policy Report (IEPR) on energy demand forecasting and energy savings estimation. (E)
- 15% Reviews and edits technical documents, staff presentations, web content, staff reports, and commission reports for accuracy, spelling, punctuation, grammar, and compliance with the Energy Commission style guide. Rewrites content as necessary to make it easier for a lay audience to understand. (E)
- 10% Manages the preparation of budgets and workplans, monitors the progress and implement mechanisms to meet workplan objectives and maintain quality control of products; and meets with the Manager as often as necessary to review the status of the



unit and resolve issues in achieving program goals and milestones. Prepares personnel-related documents such as duty statements and Requests for Personnel Action (RPAs) for recruitments, promotions, and perform other administrative personnel-related duties as needed. (E)

5% Advises the Energy Commission, other governmental agencies, and private entities on issues associated with energy demand forecasting and the impacts of utility efficiency programs; reviews pending and new legislation on energy efficiency savings estimation and verification and energy demand forecasting. May present oral testimony and make presentations before the California Energy Commission, other government agencies, industry organizations, and other public forums, and represent the California Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. (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			
_____		_____	
Employee	Date	Siva Gunda	Date
Energy Resources Specialist III (Supervisory)		Energy Resources Specialist IIII (Managerial)	