



Classification: Staff Services Manager I (Sup)	Position #: 202-4800-xxx
CBID: S01	Office: Contracts, Grants and Loans Office
Date Prepared: June 2017	Division: Administrative & Financial Management Services
KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION	

POSITION DESCRIPTION:

Under the direction of the Staff Services Manager II, Contracts, Grants and Loans Office, the incumbent serves as the supervisor for the Loans unit of the office and as the Energy Commission’s Federal Liaison. The incumbent manages the Loans professional staff; is responsible for the administration of the Energy Conservation Assistance Account (ECAA) and Energy Efficiency Master Trust Revenue Bonds; provides independent advisory services related to federal agreements and loans for special funding sources (Public Interest Energy Research (PIER) Program, Electric Program Investment Charge (EPIC), and Alternative and Renewable Fuel and Technology Program (AB 118)); acts as the Energy Commission’s liaison with the Department of Energy and any other Federal entities we may enter into agreements with; acts as the subject matter expert for questions and issues related to both federal agreements and loans; and acts as an in-house consultant for determining the applicability of funding sources, and planning and developing energy related loan programs for the Energy Commission.

WORKING CONDITIONS.

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Travel and additional hours beyond an eight-hour workday may be required.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to communicate effectively, evaluate and prioritize daily workload and delegate work effectively, use a personal computer with appropriate Commission software, while performing the duties described below:

- 25% Plans, organizes and directs unit work activities and projects by identifying goals, setting objectives and priorities; delegates responsibilities; reviews the more sensitive and/or difficult projects, and monitors activities for quality control, compliance with the State Administrative Manual, State Contract Manual, and State and Federal legislation, rules, policies and procedures for timeliness of products and results. Acts as a lead for the Contracts, Grants and Loans Office in the absence of the SSM II.

- 25% Supervises the unit's professional staff by applying appropriate hiring, placement, evaluation, training, discipline, and termination practices; ensures the maintenance of a safe work environment; and reviews and approves various employee requests/documents.
- 20% Acts as the subject matter expert to the Energy Commission, other state and local agencies, Department of Finance, Department of General Services and the Legislature on federal agreement and loan issues. Advisory responsibilities include review of proposed budget change proposals and legislation to determine if programs are allowed under current funding rules and legislative mandates. Researches and answers the most complex staff questions related to federal and loan agreements, solicitations and invoices. Processes the most complex, difficult or sensitive federal and loan agreements and solicitations.
- 10% Acts as the Commission's liaison and representative with state and federal agencies on matters related to the Energy Efficiency Master Trust Revenue Bonds. Oversees and participates in revenue bond activities including reviewing the various bond agreements, disclosures and certifications. Represents the Commission's administrative interests when meeting with bond counsel, Infrastructure Bank, State Treasurer's Office and Financial Advisor related to issues involving bond documents, bond sizing, collateral and loan agreements.
- 15% Acts as the Commission's liaison and representative with federal agencies on matters related to federal grants, cooperative agreements, and federal cost share agreements. Oversees and participates in federal agreement activities including grant application development, quarterly and annual financial and project reporting, and review of agreements resulting from federal funding. Represents the Commission's administrative interests when meeting with program staff and/or federal representatives related to issues involving federal agreements, applications and terms and conditions.
- 5% Other duties as required, consistent with the specifications of this classification.

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	
<div style="border-top: 1px solid black; margin-top: 10px;"> VACANT <i>Date</i> </div> <p>Employee</p>	<div style="border-top: 1px solid black; margin-top: 10px;"> RACHEL GRANT-KILEY <i>Date</i> </div> <p>Manager</p>