

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Resources Specialist III (Supervisory)	<b>Position No.</b> 420-4813-002
<b>CBID:</b> S10	<b>Office:</b> Existing Buildings and Compliance
<b>Date Prepared:</b> August 6, 2016	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Resources Specialist III (Supervisory) is under the general supervision of the Energy Resources Specialist III (Managerial) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The incumbent supervises and directs technical 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 a regulatory process. The incumbent also 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:**

- 40% Plan, organize and direct the work of staff engaged in technical analysis and evaluation of efficiency opportunities and measures considered for incorporation into the Existing Buildings Program, including, but not limited to, opportunities and measures applicable to existing residential buildings. (E)
- 20% Coordinate the preparation of models and analyses of building measures to determine energy use and technical, economic, and environmental feasibility. Coordinate such activities across division lines to assure consistency of approach. (E)
- 20% 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)
- 5% Assist the Energy Resources Specialist III (Managerial) with management responsibilities within the office, including recruitment, administrative and management coordination. (E)



**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<b>Vacant</b> <span style="float: right;">Date</span> Energy Resources Specialist III (Supervisory)	<b>William Dietrich</b> <span style="float: right;">Date</span> Energy Resources Specialist III (Managerial)