



<b>Classification:</b> Energy Resources Specialist III (Supervisory)	<b>Position No.</b> 8200-4813-004 (SB350) EEA Unit
<b>CBID:</b> S10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> May 15 , 2017	<b>Division:</b> Energy Assessments
<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) of the Demand Analysis Office (DAO) and supervises the Energy Efficiency Assessment Unit (EEAU). This unit assesses energy efficiency savings and demand reductions as outlined in Senate Bill 350 (DeLeon, Chapter 547, Statutes of 2015). Specifically, the EEAU addresses the legislation's direction that calls for a cumulative doubling of statewide energy efficiency savings in electricity and natural gas final end uses for retail customers. The supervisor oversees the unit as it analyzes California's progress toward doubling energy efficiency savings. This analysis requires staff to work closely with the California Public Utilities Commission (CPUC), publicly owned utilities, and other entities on their plans to reach energy efficiency savings goals. The incumbent works with a team of subject matter experts and energy specialists knowledgeable about electricity and natural gas utilities that provide energy savings measures and programs to Californians. The incumbent also plans and advocates for all resources including staffing and funding necessary to meet the EEAU's responsibilities and keeps Energy Commission management informed about activities and issues relevant to the unit.

**WORKING CONDITIONS:** The work is performed primarily indoors in an office and meeting-room setting and involves standing and walking as well as sitting for long periods of time. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; and prepare quality reports and regulations for expert and layperson readers, team members, and contractors. Additional hours beyond the 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 Microsoft Word, electronic mail, and internet; participate in and lead meetings with other staff and with other agencies. Some travel is required to attend off-site meetings and participate in workshops and hearings.

## **DUTIES AND RESPONSIBILITIES**

- 50% Plan, organize, supervise, and direct the work of professional staff in evaluating the progress utilities and other entities are making in reaching California's energy efficiency savings targets. Collaborate with the Energy Commission's top subject matter experts in the field of energy efficiency savings and demand reduction assessments to achieve this work. This responsibility includes working with technical staff to develop working relations with utility and other entity staff that are responsible for planning and implementing activities that contribute to meeting California's energy efficiency savings targets. (E)
- 15% Actively participate in the development of methods, tools, and processes necessary to assess utility and other entity efforts to reach energy efficiency savings targets and the



hourly and seasonal impact on statewide and local electricity demand. Oversee that the methods, tools, and processes are well documented and vetted in public with stakeholders. (E)

- 15% Represent technical staff at venues inside and outside the Energy Commission where the work products of the team are used. Provide staff with assistance needed to resolve any issues including access to CPUC, utility and other entity staff that is necessary to carry out the evaluation of progress in reaching California energy efficiency savings targets. (E)
- 10% Perform administrative duties that include preparing workplans, budgets, personnel actions and duty statements, and weekly status reports. Monitor the progress of and implement mechanisms to meet workplan objectives and maintain quality control of products. Keep Energy Commission management informed about major activities and issues. (E)
- 5% Make presentations before the Energy Commission, other government agencies, electric and gas utilities and organizations, and other public forums. Represent the Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. Develop and write reports and/or chapters that inform Energy Commission policy reports. (E)
- 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>	
<p>_____                      _____, EEAU Supervisor                      Date                      Energy Resources Specialist III (Supervisory)</p>	<p>_____                      Siva Gunda, Manager                      Date                      Energy Resources Specialist III (Managerial)</p>