

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Energy Resources Specialist III (Supervisory)	Position No. 420-4813-001
CBID: S10	Office: Existing Buildings and Compliance
Date Prepared: March 8, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

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 supervises and directs a multidisciplinary staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analysis, and implementation of energy efficiency opportunities that can be achieved by a regulatory process. The incumbent will supervise the Existing Nonresidential Buildings Unit. The incumbent has major responsibilities for implementing the portions of the Existing Buildings Program covering nonresidential existing buildings. The incumbent also has major responsibilities for elements of the Existing Buildings Program not limited to nonresidential buildings. The incumbent 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:

60% Plan, organize, and direct the work of a multidisciplinary staff engaged in 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 nonresidential buildings. Supervise staff performing policy, technical, and economic analyses of existing building energy efficiency opportunities and measures. Supervise staff who are implementing programs that carry out the strategies of the Senate Bill 350 / Assembly Bill 758 Existing Buildings Energy Efficiency Action Plan, focusing on, but not limited to, nonresidential buildings. Supervise staff developing energy efficiency targets consistent with the Action Plan, and help develop recommendations for the Integrated Energy Policy Report (IEPR) that achieve desired results. Supervise staff monitoring implementation, including developing regular course corrections towards meeting the goal of doubling of forecasted energy efficiency savings in final end uses of retail customers. Supervise staff implementing the Assembly Bill 802 (2015) benchmarking program, including regulations development, outreach, and monitoring. Coordinate efforts among Energy Commission staff, other State and local agencies, stakeholders, and the public to increase energy efficiency of the existing building stock. (E)

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- 10% 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)
- 10% 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)
- 5% Perform 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

Vacant _____ Date Energy Resources Specialist III (Supervisory)	William Dietrich _____ Date Energy Resources Specialist III (Managerial)