



<b>Classification:</b> Energy Resources Specialist III (Supervisory)	<b>Position No.</b> 6100-4813-005
<b>CBID:</b> S10	<b>Office:</b> Emerging Fuels and Technologies Office
<b>Date Prepared:</b> October 23, 2017	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the supervision of the Energy Resources Specialist III (Managerial) (ERS III-M) of the Emerging Fuels and Technologies Office, the incumbent supervises and directs multi-disciplinary staff working on a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California’s fuel and vehicle types to help attain the state’s climate change policies.

**WORKING CONDITIONS.** The work is typically performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings, and meetings. Additional hours beyond an 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 word processing, electronic mail and Internet browsers; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES:** The incumbent will communicate effectively with office manager, subordinates, Executive Office and Commissioners (as appropriate) to accomplish the following:

- 75% Plan, organize supervise, and direct the work of professional staff on a wide range of technical issues related to analysis and evaluations of transportation fuels, vehicle technologies, and implementation of fuel and vehicle projects; communicate with staff through routine meetings; perform direct personnel management activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, personnel actions, and provide feedback and coaching to meet performance standards. (E)
- 15% Manage the preparation of budgets and workplans, monitor the progress and implement mechanisms to meet workplan objectives and maintain quality control of products; and meet with the ERS III-M as often as necessary to review the status of the section and resolve issues, in achieving program goals and milestones. (E)
- 5% Present oral testimony and make presentations before the California Energy Commission, other government agencies, industry organizations, and other public forums, and represent

