



Classification: Energy Resources Specialist III (Supervisor)	Position No. 3100-4813-
CBID: S10	Office: Energy Efficiency Research Office
Date Prepared: September, 2016	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS Manager) for the Energy Efficiency Research Office, the Energy Resources Specialist III (Supervisor) (ERS Supervisor) is the first-level supervisor and performs a variety of supervisory, program evaluation and planning and policy analysis and formulation. The ERS Supervisor supervises a team of scientists and engineers working on cutting edge research to improve buildings and appliances. This research serves as the catalyst for future technology advancements. The ERS Supervisor prioritizes and directs the research, development and demonstration (RD&D) needed to advance energy efficiency technologies and strategies beyond current standards to meet current energy efficiency and climate change goals. The incumbent is knowledgeable in advanced energy efficiency technologies; participates in program planning; supervises and provides leadership to staff and performs responsible, varied and complex technology, economic and other analysis to support energy RD&D that provides ratepayer benefits.

WORKING CONDITIONS

The work is 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 and members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills; and prepare quality reports for expert and layperson readers. The candidate will be required to provide oral and written presentations. The candidate must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and may consume 5% to 10% of the candidate’s time. 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; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

45% Plans, directs, oversees and coordinates a staff of technical and scientific specialists and engineers in their analyses and evaluation of building efficiency research technologies and energy policies/planning. Independently analyzes and advises Commission management on the most complex energy research and development issues including legislation, ordinances or regulations; new policies being proposed by the Commission or other agencies; and implications of energy research and development proposals. Ensures that technical and policy documents prepared by staff and outside consultants are: coordinated and integrated with other technical disciplines; consistent with Division and Commission policies and objectives; technically adequate and accurate, and appropriate



for the intended audience. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the unit and ensure timely completion of staff assignments. (E)

25% Consult with the ERS Manager, Division management, program-level leads, and Commissioners to plan the overall goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff. (E)

15% Consult with stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the RD&D program. Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies. (E)

5% 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	
<p>_____ Incumbent Date Energy Resources Specialist III (Supervisor)</p>	<p>_____ Virginia Lew Date Energy Resources Specialist III (Manager)</p>