

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Director's Office	CLASS TITLE CEA B – Director, Energy Division
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento or Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-320-7500-004

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under direction of the Deputy Executive Director for Energy and Climate Policy, an Energy Division Director leads the division to develop, manage, and implement policy, programs, and regulations to meet the Commission's mission of ensuring safe, reliable, and affordable energy utility services in California. The Director works with the Commissioners, Administrative Law Judges, the Governor's Office, the California Legislature, state and federal agencies, external stakeholders, and senior management within the CPUC. The incumbent leads energy and climate policy development on integrated resources planning, transmission planning, environmental permitting, ratemaking, renewables portfolio standard, research and development, energy efficiency, distribution system planning, customer programs, decarbonization, natural gas policy, and division administrative functions with hybrid staff located in San Francisco, Sacramento, and Los Angeles.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>A Director of the Energy Division shall be responsible to:</p> <p>Lead the overall management of the Energy Division under the direction of the Deputy Executive Director through Program Managers in the Electric Costs and Retail Choice Branch, Electric Planning and Market Design Branch, Climate initiatives, Renewables, and Administration Branch, CEQA and FERC Branch, Energy Efficiency Branch, Building Decarbonization and Gas Policy Branch, Electric Rates, Customer Generation, Demand Response Branch, and Distribution Planning Branch responsible to:</p> <p>Lead Signature Energy and Climate Policy and Programs Advise on a broad range of energy policy matters under Commission jurisdiction including-demand response, customer generation, retail rates, energy efficiency, customer programs, electric costs, natural gas, electric resource planning and procurement, environmental permitting, grid planning, transmission rate cases and electric market structure and design. Conduct regular meetings with Program Managers, Supervisors, and staff to ensure that all facets of policy analyses are covered, and positions are consistent with the policy direction established by the Director. Some meetings and activities will be organized and chaired by the Director, and the Deputy Executive Director will look for the Director to develop agendas to ensure the Deputy Executive Director receives updates and information, as well as the ability to lead discussions to efficiently cover the key points that need closest oversight.</p>
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25%	<p><u>ESSENTIAL FUNCTIONS (CONTINUED):</u></p> <p>Help the Energy Division Team to Achieve Success Oversee the planning, setting, and implementation of the Division and programmatic goals, objectives, priorities, and measurements for success in alignment with the Commission and Executive Director's priorities and with a commitment to diversity, equity, and inclusion in both policy development and organizational culture. Identify, plan, and ensure, execution of continuous improvement of the analysis undertaken, the work product produced, and the process employed in addressing issues of energy policy. Develop training and leadership development plans for managers and staff in the division to maintain staff quality and expertise in their areas of responsibility. Generate and implement strategic plans for Energy Division based on shifting division responsibilities and new legislative mandates through budget concepts, proposals, and inclusion in annual budgets.</p>
20%	<p>Lead Smart Administration to Achieve Success Work with Commission leadership and other divisions to implement the Commission's strategic goals and initiatives efficiently and consistently. Perform operational and administrative management functions including development of budgets, assessing and allocating resources for the division, approving expenses and timesheets, oversee recruitment efforts, interview potential hires, performance management activities, and ensuring equal opportunity inhering and employee development and promotion to maintain a work environment which is free from discrimination or harassment. When necessary, initiate disciplinary proceedings and adverse actions</p>
10%	<p>Execute Strategic Communications and Partnerships The Director will direct the work of professional and administrative staff and is part of the senior leadership within the Commission and will have contact with the public, consumer groups, agency directors, industry leaders, non-profit and academic institutions, other state and federal agencies, and others. Manage and direct work on contentious and emerging issues as needed, and assist Commission leadership in developing external communications materials, including press releases, letters, talking points, and responding to legislative inquiries, etc. The Director establishes and leads strategic partnerships with other regulatory agencies, external stakeholders, and interest groups that further the impact and reach of the Commission's energy programs. The Director may, or direct staff, to present at conferences, meet with industry experts and stay current on developing industry trends and best practices to make appropriate recommendation to decision makers at the Commission.</p>
5%	<p>Perform other job-related duties as required.</p>

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KNOWLEDGE AND ABILITIES *[From Class Specs]*

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

- **Knowledge of:** The organization and functions of California State Government including the organization and practices of the Legislature, the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.
- **Ability to:** Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Attendance: Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.
- The position requires frequent travel to the CPUC's offices in San Francisco, Sacramento, and Los Angeles, as well as to other locations to meet the CPUC's business needs. Travel may include evenings, overnight, weekends, or several days at a time.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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