

Classification: Energy Resources Specialist III (Supervisory)	Position No. 8300-4813-002 (TEFU)
CBID: S10	Office: Demand Analysis Office
Date Prepared: May 26, 2017	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direction of the Manager for the Demand Analysis Office (DAO), the incumbent serves as the supervisor for the Transportation Energy Forecasting Unit (TEFU). The incumbent supervises and directs multi-disciplinary technical staff working in the areas of economic analysis, modeling, and statistical studies of transportation sector that include; policy analysis; forecasting travel, vehicle and transportation energy use, and transportation fuels prices; developing and implementing software models for forecasting related efforts, and ongoing model maintenance and use.

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 the DAO Manager, subordinates, Executive Office, Commissioners (as appropriate), and others to accomplish the following:

- 60% Plan, organize, supervise, train and direct the work of professional staff on a wide range of technical issues related to policy analysis; forecasting travel, vehicle and transportation energy use, and transportation fuels prices; developing and implementing software models for forecasting related efforts, and ongoing model maintenance and use. Communicate with staff through regular unit meetings as well as meetings with individual staff; perform direct personnel management activities including training, career development mentoring, providing individual and team motivation, monitoring individual performance, providing feedback and mentoring to assist staff to meet performance standards, and preparing periodic performance evaluations. Prepare Request for Personnel Action (RPAs) related documents for personnel recruitments, promotions, and perform other administrative personnel related duties as needed. (E)

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- 15% Manage the preparation of budgets and work plans, monitor work progress and implement mechanisms to meet work plan objectives and maintain quality control of products; monitor and facilitate staff work in the solicitation, acquisition, and contract/project management process, and meet with the DAO Manager as often as necessary to review the status of the unit and resolve issues in achieving program goals and milestones. (E)
- 15% Review and edit technical documents, staff presentations, web content, staff reports, and commission reports for accuracy, spelling, punctuation, grammar, and compliance with the Energy Commission style guide. Rewrite content as necessary to make it easier for a lay audience to understand. (E)
- 5% Present oral testimony and make presentations before the California Energy Commission, other government agencies, industry organizations, and other public forums, and represent the California Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public. (M)
- 5% Other duties as required consistent with the specification 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	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> EMPLOYEE'S NAME Date Energy Resources Specialist III (Supervisory) Supervisor, Transportation Fuels Energy Unit	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> SIVA GUNDA Date Energy Resources Specialist III (Managerial) Manager, Demand Analysis Office

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