

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

2026-05-15

2. Department

California Energy Commission

3. Organizational Placement (Division/Branch/Office Name)

Administrative and Financial Management Services Division / Information Technology Services Branch

4. CEA Position Title

Energy Commission Internal Data Liaison

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Under the administrative direction of the Chief Information Officer (CIO), the Energy Commission Internal Data Liaison, (CEA A), reviews energy sector data that the Energy Commission collects from external entities to ensure it meets appropriate standards and guidelines. The incumbent shall be familiar with the data collections efforts the Commission currently performs, statistics, analytics, data governance awareness, as well as opportunities for additional data collection that will assist the Commission with meeting its mission.

6. Reports to: (Class Title/Level)

Chief Information Officer

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): The California Energy Commission has realigned responsibility for its Internal Data Liaison position to report to the Chief Information Officer within the Information Technology Services Branch to clarify Information Technology roles and responsibilities within the Commission.

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

**B. SUMMARY OF REQUEST**

**9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.**

The Energy Commission Internal Data Liaison will review the energy sector data that the Energy Commission collects from external entities to ensure it meets appropriate standards and guidelines. The Commission collects data from several different types of entities, such as publicly-owned utilities, investor-owned utilities, for-profit companies, non-profit organizations, and governmental agencies. The Internal Data Liaison will be responsible for identifying the information the Commission collects as well as the different methods used to collect this information, with the goal of ensuring all data collection meets the appropriate standards and identifying and proposing solutions to address instances in which duplicate data is being collected or appropriate standards are not being applied, aligning the commission's existing data collection activities

These activities will require interfacing with all levels of staff across the Commission, and may also require representing the Energy Commission at public hearings, meetings and conferences with stakeholders, policy-makers, and the general public.

The Internal Data Liaison will serve as a project sponsor for information technology projects that seek to collect new information or update or create new information technology systems to manage data that is already collected. The Internal Data Liaison will develop and implement strategies for extracting value from existing and new sources of information.

Further, the Internal Data Liaison will implement policy related to the collection and storage of data so that all CEC data collection efforts meet appropriate standards and guidelines. The Internal Data Liaison will identify and review the different methods CEC uses to collect the information, and will update data collection policies as appropriate.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: Governor Brown signed SB 350 (de Leon) and SB 802 into law in the fall of 2015. Together these bills require the Energy Commission to gather statewide energy data to improve energy forecasting. The Energy Commission will be gathering very large data sets of energy consumption in the residential, commercial and industrial sectors. One of the SB 350 goals is the doubling of energy efficiency by 2030. This requires the Energy Commission to acquire, manage and analyze large data sets. These activities added to a very large existing workload. Subsequent bills have increased data collection requirements.

Energy Commission staff currently acquire, manage and analyze large energy datasets, including confidential information. The Energy Commission must continually improve and update the physical security measures as well as the policy security measures to assure that the data remains protected.

## **B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

As described in Question 21, California statute requires the Energy Commission to acquire, manage, and analyze a substantial and growing volume of data to fulfill its regulatory, planning, and policy responsibilities. Historically, these data management and technology-related duties have been distributed across multiple branches and divisions, resulting in fragmented decision-making, inconsistent standards, and uneven levels of oversight.

The Energy Commission has recently established a Chief Information Officer (CIO) at the CEA level, which represents a significant structural and strategic shift in how the organization manages enterprise data and information technology. This development fundamentally changes the governance landscape. For the first time, the Energy Commission has a single executive formally responsible for setting direction and standards for the agency's information technology systems, cybersecurity, data management practices, and statewide data obligations.

Because this new CIO role now serves as the central authority for all information technology decision-making, it is appropriate—and necessary—for the proposed CEA position to report directly to the CIO. This ensures that:

- All enterprise data management and technology-related decisions flow through a unified executive structure
- Policy development for data systems, security, integration, and governance is aligned with statewide IT guidance and the agency's modernization priorities
- Executive leadership is consolidated rather than dispersed across unrelated branches or program-specific CEAs
- The agency can implement consistent, enterprise-level data practices that meet statutory requirements and internal operational needs
- IT investments, data initiatives, and system enhancements are strategically coordinated under a single executive decision-maker

This organizational change aligns the Energy Commission with modern data governance principles and ensures that enterprise data responsibilities are managed under a coherent, authoritative structure. Without this alignment, the agency risks continued fragmentation, duplicative efforts, unclear decision rights, and inconsistent approaches to statutory data requirements.

### C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA will act as the department's lead authority responsible for establishing and directing enterprise-level policies governing the management, stewardship, and strategic use of data across all programs. Key policy areas include:

#### Data Management

The Energy Commission is required to acquire, manage, and analyze a substantial volume of data. The CEA will review energy sector data that the Energy Commission collects from external entities to ensure it meets appropriate standards and guidelines. Developing and maintaining policies that define how departmental data is created, collected, validated, maintained, and retired, ensuring consistent practices across divisions and programs. Establish standards, performance measures, and procedures to ensure data accuracy, completeness, timeliness, and reliability for all operational, regulator, and analytical uses.

#### Data Security

The Energy Commission has established policies to ensure the integrity and security of data the organization manages. The CEA will make policy recommendations in this area. Developing and maintaining policies that define security frameworks, roles, responsibilities, decision rights, and accountability structures governing energy data across the organization. Creating policies that ensure the department meets all relevant statutory and regulatory obligations related to energy data protection, including audit procedures and reporting obligations.

#### Energy Data Management Training

It is critical that all Energy Commission staff remain up to date on security issues related to data management. All staff have already received training, and those staff who work with confidential data have received specialized training. This is a dynamic area and the CEA will need to keep on top of all developments in this field and make sure training continues to be adequate to the task. The CEA will have principle authority over this area. Designs statewide standards for energy data literacy, role-based training curriculum requirements, competency expectations, and professional development pathways for staff who handle or rely on energy data.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The Internal Data Liaison holds significant decision-making authority, primarily concentrated on the department's data collection and management. Decisions will be made in close collaboration with the Chief Information Officer and the Director of the Administrative and Financial Management Services Division. The CEA is expected to formulate policies, make recommendations, and implement changes. The CEA will have broad decision making authority over a wide range of policy issues, in consultation with the Chief Information Officer and the Director of the Administrative and Financial Management Services Division . The CEA must have independent capability for the purpose of carrying out and enhancing the mission of The California Energy Commission. The CEA may represent the Energy Commission at hearings, and before the Governor's Office, the Legislature, the public, and other interested parties.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

Both. The Energy Commission has solid data management policies already in place. However, this is a dynamic field and the CEA will need to keep up with new developments and implement changes to our policy to reflect those developments. In addition, as new requirements to collect data are implemented, it is imperative that all data collection meets the appropriate standards and instances in which duplicate data is being collected or appropriate standards are not being applied are addressed appropriately.