

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

April 3, 2019

2. Department

California Energy Commission

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

Executive Office

4. CEA Position Title

Advisor to a Commissioner

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 Commissioner, the Special Advisor advises, coordinates, reviews and recommends appropriate action to the Commissioner on decisions before the California Energy Commission. The Special Advisor supports the Commissioner in the development of policies and programs of the Commission and represents the Commissioner at meetings and public functions.

6. Reports to: (Class Title/Level)

Commissioner

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): This position reports directly to a Commissioner, which is above and separate from the agency's Executive Office. The position has frequent contact with the Executive office on policy issues.

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.

Under the administrative direction of the Commissioner, the Special Advisor advises, coordinates, reviews and recommends appropriate action to the Commissioner on decisions before the California Energy Commission. The Special Advisor supports the Commissioner in the development of policies and programs of the Commission, works with external stakeholders on behalf of the Commissioner to develop consensus and buy-in, and represents the Commissioner at meetings and public functions. For example, the Special Advisor reviews Business Meeting items and provides recommendations to the Commissioner on whether or not to vote favorably at the Business Meeting. Another example is the Special Advisor reviews and makes recommendations on proposed legislation and the Commission's position.

**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: In supporting a Commissioner, the Special Advisor directly supports the Commission's primary mission. The Energy Commission is the state's energy planning and policy agency and is comprised of five full-time Commissioners who make decisions on energy-related policy, planning, and programmatic activities. Each Commissioner is identified as a policy lead over a subject matter area and is expected to provide direction and guidance to staff, the Commission, and the administration regarding programmatic design and funding allocations; the development of energy policy recommendations; the establishment of appropriate energy planning targets; and legislative direction. The Special Advisor directly supports the Commissioner in accomplishing this work, including reviewing matters, conducting analysis, engaging stakeholders, and providing recommendations.

**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.

Historically, each of the five Commissioners had one Special Advisor reporting to them to provide support on their unique policy assignments. In February 2019, a new Chair was appointed to the Energy Commission. The Commission, and in particular, the new Chair's workload has substantially increased with the passage of several pieces of legislative last session, including SB 100 (a bill that requires the Energy Commission to assist in developing the policies and planning needed to achieve a 100% clean energy electricity sector in California), as well as several additional bills that require the Commission to develop a plan for energy efficiency, and develop a plan for deploying the state's electric vehicle infrastructure. These efforts uniquely require increased external affairs efforts to ensure these planning efforts are appropriately vetted with stakeholders. To meet the demands of this increased workload, the Chair has reorganized and allocated two Special Advisor CEAs to his office. The two Special Advisors providing support to the Chair have separate and distinct roles and responsibilities. This request is to restore the Special Advisor needed to provide support to the fifth Commissioner.

### 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 Special Advisor will be responsible for supporting the Commissioner on a variety of policy issues.

Select examples include:

- Identify and establish a longterm zero-emission vehicle charging infrastructure goal for California;
- Establish an appropriate funding portfolio for \$100 M annually for clean transportation and fuel technologies;
- Establish appropriate policy assumptions for state planning efforts that analyze how best to transform California's electrification sector to 100% renewable and zero-carbon; and
- Identify programmatic and policy changes to help ensure disadvantaged and low-income communities receive the benefits of clean energy and transportation programs and investments.

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

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

The scope of the CEA position is to support the Commissioner with research and analytic support; negotiating issues with key stakeholders on behalf of the Commissioner; providing recommendations and analysis on how to achieve the state's ambitious clean energy and climate goals; coordinating policy direction among sister agencies, and overseeing the appropriate implementation of policy decisions among Commission programs and activities. The CEA is not a voting member of the Commission but makes decisions to facilitate implementation of the Commissioner's policy direction.

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

Both. In supporting the Commissioner, the CEA will be assisting in interpreting existing policy and also developing new policy, as summarized in the Integrated Energy Policy Report--an annual report to the Legislature that identifies pressing energy issues and provides policy recommendations to address barriers and issues.