

**DUTY STATEMENT**  
**CALIFORNIA PUBLIC UTILITIES COMMISSION**



<b>DIVISION</b> Communications Division (CD)	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Broadband, Video & Market Branch, CASF Infrastructure & Market Analysis Section	<b>CLASS TITLE</b> Public Utilities Regulatory Analyst V (PURA V)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> Sacramento, San Fransisco, Los Angeles
<b>INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-331-4616-004

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 the general direction of a Program & Project Supervisor or designated Program Manager, the incumbent will lead a team of analysts in implementing the Commission's California Advanced Services Fund (CASF) program. The incumbent will conduct the most complex analyses to support recommendations regarding CASF program policies, guidelines, and operational changes as needed, with particular emphasis on leading the Adoption Program, and will be responsible for monitoring status of CASF program funds to develop program budgets and revenue requirements

**% 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. *(Use additional sheet if necessary)*

35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>In order to implement the CASF (California Advanced Services Fund) program in accordance with statutory and Commission guidelines and policies, the incumbent:</p> <ul style="list-style-type: none"> <li>• Coordinates the work of other assigned analysts in evaluating CASF infrastructure grant and line extension proposals and preparing resolutions and ministerial letters to recommend approval of CASF funding for broadband projects.</li> <li>• Monitors progress of CASF-funded projects and grantees by reviewing progress reports, conducting occasional field visits throughout the state, and sending information requests as needed.</li> <li>• Responds to inquiries from stakeholders and potential applicants and provides assistance where needed.</li> <li>• Coordinates with internal or external staff in conducting and analyzing highly complex financial and/or performance audits of individual CASF projects/grantees or the CASF program overall.</li> <li>• Provides guidance, consultation and recommendations regarding the Commission's broadband mapping data and tools to enhance their usefulness for the CASF program.</li> <li>• Identifies and recommends development or enhancement of other tools and processes used for CASF program operations (e.g., Oracle system for submission of CASF applications, CASF project database, payment tracking spreadsheets, etc.)</li> </ul>
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30%	<p>In order to support the development of policies, rules, guidelines related to the CASF (California Advanced Services Fund) program, the incumbent:</p> <ul style="list-style-type: none"> <li>• Conducts highly complex economic, policy, and/or technical analyses and research to support development of policies, rules and guidelines for the CASF program, and leads preparation and creation of Rulemakings/Decisions for CASF proceedings for the Infrastructure Grant Account and Line Extension Program.</li> <li>• Oversees fellow analysts and contributes to implementation of the CASF Annual Report, Workshop and bi-annual Fiscal and Performance Audit.</li> <li>• Reviews and prepares legislative analysis on pending State legislation and provides input as needed on proposed rulemakings/orders of the Federal Communications Commission (FCC).</li> </ul>
15%	<p>In order to develop and prepare the CASF (California Advanced Services Fund) annual program budget, and determine the required revenue requirements, the incumbent:</p> <ul style="list-style-type: none"> <li>• Reviews the monthly and year-end budget reports provided by the CPUC Administrative Services regarding the CASF accounts to monitor CASF surcharge revenues and program expenditures.</li> <li>• Maintains internal tracking spreadsheets and/or databases that record CASF program payments and other supporting worksheets used for CASF surcharge determination and budget forecasting.</li> <li>• Prepares resolutions to revise CASF surcharges as needed in order to fully collect the authorized funding for the CASF program.</li> <li>• Prepares CASF budget resolutions and provides information to Administrative Services as needed during the budget process.</li> </ul>
15%	<p>In order provide information on the CASF program and maintain effective communication channels, the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares written reports regarding the CASF program as required by statute and the Commission; analyzes complex program data and prepares summary charts/tables needed for the reports.</li> <li>• Provides briefings/ presentations to Commissioners and/or their advisors, Commission management, and other stakeholders in meetings/conferences outside the Commission, as needed, regarding the CASF program activities, accomplishments, and/or challenges.</li> <li>• Responds to complicated inquiries from the public and other governmental agencies as needed regarding the CASF program and related issues.</li> <li>• Facilitates policy discussions and conducts research on related topics.</li> <li>• Participates on "task force" teams dedicated to any Communications Division or interdivisional project or program.</li> </ul>
5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Performs other work-related duties as required.</li> </ul>

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**KNOWLEDGE AND ABILITIES [From Class Specs]**

**Knowledge of:** Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.

**Ability to:** Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel throughout the state of California to include evenings, weekends, overnight 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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