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| DIVISIONPublic Advocates Office | EFFECTIVE DATE:  |
| BRANCH/SECTIONElectricity Planning and Policy Branch (EPP) / Procurement Section | CLASS TITLEPublic Utility Regulatory Analyst IV (PURA IV) |
| WORKING DAYS AND WORKING HOURS through 8:00  to 5:00 p.m. - tentative | PHYSICAL WORK LOCATION San Francisco |
| INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)680-252-4615-017 |
| ***“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!”*** |
| The Public Advocates Office is the ratepayer advocate at the CPUC with the statutory mandate to obtain the lowest possible rates for utility service consistent with safe and reliable service and the state’s environmental goals. The Public Advocates Office represents the interests of electric, gas, water and telecommunication ratepayers in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums). The Electricity Planning and Policy (EPP) Branch is comprised of two sections, Climate Change and Procurement, which is responsible for representing ratepayer interests in electric generation planning and procurement; energy resource cost recovery; renewable portfolio standard (RPS) implementation, research and development, and greenhouse gas (GHG) policy including design of emissions markets. The incumbent will be assigned to perform duties based on the assigned section but may be assigned work, as directed, in other branches of the Public Advocates Office. Please visit our website for more information at [www.publicadvocates.cpuc.ca.gov](http://www.publicadvocates.cpuc.ca.gov)**ESSENTIAL FUNCTIONS:**Under the general direction of the Program and Project Supervisor of the Procurement Section, the incumbent independently performs complex and advanced technical and analytical research, and consultative, advisory, and advocacy services related to regulation of investor-owned utilities. Incumbent’s primary assignments will be related to Procurement Section programs, but the incumbent may also be assigned work in other sections of the EPP Branch and Public Advocates Office.**ESSENTIAL FUNCTIONS:****75%** Serve as lead technical analyst and/or project coordinator on a broad range of issues regarding production cost simulation and capacity expansion modeling; integrated resource planning; resource adequacy; energy resource recovery account compliance, forecast and trigger filings; long-term procurement planning; utility procurement applications in formal Commission proceedings; energy markets; energy research; and related issues. Performs capacity expansion and production cost simulation modeling, validates and summarizes results, reviews inputs and outputs, and related assignments. Provide original research, advisory and advocacy services on complex and technical problems. Lead and direct major complex research studies, projects or programs. Lead meetings, discussion forums on technical issues, settlement discussions, and coalition-building, lobbying and other advocacy efforts of moderate complexity. Develop and apply original and sophisticated solutions and methodologies to complex research problems and policy challenges. Collect, synthesize, model, and analyze data (quantitative and qualitative) of varied types and sources. Use more sophisticated spreadsheet functions and other analytical tools to perform analyses. Develop sound, practical, implementable, and impactful recommendations. Write expert witness testimony and testify in hearings. Present research, analysis, findings, and recommendations orally and in writing, in a persuasive manner. Use creative graphical representation techniques to communicate analysis and findings. Advise and respond to management inquiries on recommended policy positions. Coordinate and assist other Public Advocates Office staff, including creation of project team schedules and oversight of junior staff work product. Exercise a great degree of resilience and resourcefulness in tackling challenging assignments and overcoming obstacles. Cultivate and build constructive relationships internally and externally to develop credible sources of knowledge, expertise, and information. Exhibit great poise, teamwork, collaboration, and responsible and positive leadership. **20%** Participate actively and constructively in internal and external meetings, including workshops, technical conferences, technical working groups, utility meetings, stakeholder meetings at the CPUC and at the CAISO, and the Procurement Review Group sessions. Complete status reports and concise scoping memos for assignments as required. Manage and work with outside consultants and/or student interns as necessary. Maintain organized electronic and hard copy files. Ensure appropriate treatment of confidential files. Ensure critical electronic files are stored on the agency’s servers for back-up. Manage time and resources effectively.**5%** Attends meetings, conferences, training and performs other related assignments as necessary. |

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| **MARGINAL FUNCTIONS:** Complete ETS, timesheets, and other administrative forms.**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 data/communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
* Proficiency in expanding and acquiring new knowledge and skills in order to enhance ability to tackle progressively challenging policy problems and opportunities.
* Proficiency in cultivating and building constructive relationships, internally and externally, to expand sources of expert knowledge and information.
* Proficiency in exercising creativity and resourcefulness in overcoming obstacles.
* Proficiency in teamwork and collaboration.
* Proficiency in maintaining poise, diplomacy, and a constructive disposition in discussing and resolving disagreements and disputes with others (internally and externally).
* Able to travel on business to meet with utilities and industry representatives.
* Professional behavior.
* Work on a full-time basis.
* Good attendance.
* Dress appropriately for a business/government environment.
* Standard office setting. Work in close proximity to co-workers.
* Be mindful in respecting the work space of others.
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| SUPERVISOR’S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** |
| SUPERVISOR’S NAME (Print)      Radu Ciupagea | SUPERVISOR’S SIGNATURE | DATE       |
| 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       |