

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy Division		EFFECTIVE DATE
BRANCH/SECTION Energy Division		CLASS TITLE Program Manager
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento, San Francisco or Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-626-3503-XXX
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: The incumbent is responsible for planning, organizing and managing the work of the Branch, reporting to the Division Deputy Executive Director and Division Directors of the Energy Division. The Program Manager (PM) position is a major leadership role within the Division, tasked with strategically guiding the work of the Program and Project Supervisors, as well as analysts and engineers. The PM coordinates the Branch's work with other Energy Division Branches and other Commission divisions, as necessary, and actively participates as a member of Energy Division's management team. The PM's primary responsibilities include providing leadership and input on Branch activities; directing Branch activities including staffing needs and allocation; work product review, including ensuring policy consistency and work product quality; staff development and appraisal, including training, hiring and promoting, employee reviews, and discipline; and general administrative duties for the Branch and the Division. These specific duties are described in more detail below, including the expected allocation of time to each major responsibility.		
% 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)	
25%	<u>ESSENTIAL FUNCTIONS:</u> Manages Branch Activities and Staff <ul style="list-style-type: none"> Manages, plans, coordinates, and is responsible for the activities of the Branch, including all of its Sections. These responsibilities include guiding, assigning, and actively participating in policy development related to the work of the Branch; delegating responsibility to Program and Project Supervisors and/or project coordinators where appropriate; monitoring the quality of work performed; coordinating Branch work and staff resources with other Division sections, other divisions, Commission offices, and advisors; and actively participating as a member of the Division's senior management team with other Program Managers and Director. Additional Branch responsibilities include ensuring that staff work in a cooperative, professional, and congenial manner with others; establishing employee work hours and attendance expectations (including maintaining master schedules of employee work hours and telecommute schedules); creating and utilizing written documents to track staff assignments and activity; utilizing regular meetings with the other Program Managers and Division Director to brief and address policy issues and ensure resources for Division proceedings and other work; and participating in strategic planning efforts for the Branch and the Division. 	
20%	External Representation of Energy Division and the Commission <ul style="list-style-type: none"> Provides general technical expertise from Energy Division to the Commission in planning, implementation, and cost-effectiveness analysis. The PM appears as a representative of the Commission in various venues such as the Legislature, Governor's office, seminars, conferences, and industry meetings. In addition, the PM represents Energy Division with Commissioners and their advisors. The PM also takes contact from news media, officials from utilities, other government agencies, as well as members of community-based organizations and the general public. Responsible for and provides oversight of delegated staff engaging in similar activities. 	

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION****ESSENTIAL FUNCTIONS (continued):****20%****Review Work Products**

- Reviews and is responsible for the work products of the Branch and Division. Work products include memoranda, white papers, proceeding documents, “one-pagers” or summary material, and other written and oral presentations. Ensures that Branch and Division studies and analyses comprehensively and accurately present policies and positions in proceedings that provide clear and well-reasoned recommendations, critically assess utility and other proposals, and represent the best public policy interest. The PM participates in meetings with the Director, other Commission management, and Commissioner Offices to ensure quality Energy Division work products.

20%**Staff Development and Appraisal**

- Directs and is responsible for human resources-related activities in the Branch and Division, including training, hiring and promoting, performance review and expectations, and discipline. The PM is expected to stay on top of techniques for managing and dealing with employees, following proper state requirements, and engaging in sound practices concerning human resources issues. The PM must also maintain a positive, professional work environment for staff. Specific duties include identifying training needs for Branch employees; identifying needed skills for new hires and promotional opportunities and executing Branch hiring and promotion processes including filling of vacant positions in a timely fashion; new employee orientation; timely completion of all Branch performance appraisals and individual development plans (IDPs), as well as probation reports; crafting and reviewing IDPs for employees that develop and increase skills, enable reasonable opportunity to meet new challenges, have increasingly complex assignments, and contain specific activities and training, as well as following through on IDP execution; enforcing and implementing management policies of the Division; using the Commission’s progressive discipline methods, where necessary; collecting and requiring written documentation for all employee performance, in particular poor performance; and taking opportunities to publicly commend good performance.

10%**Administrative Tasks**

- Oversees general administrative duties and responsibilities for the Section, including setting employee work hours and attendance expectations (including maintaining master schedules of employee work hours and telecommute schedules); oversight, tracking, and planning of travel and training expenditures; budget change proposals to modify personnel resources; consultant contract management and oversight; assessing IT needs and recommending necessary upgrades; Energy Division website content organizing and updating; attending and presenting at Division management meetings; overseeing the work tracking system for the Section; and other administrative responsibilities as needed.

5%**MARGINAL FUNCTIONS:**

- Other related job duties as required.
- To the extent relevant to incumbent’s work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state’s greenhouse gas goals at the least cost to ratepayers.
- Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.

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KNOWLEDGE AND ABILITIES

- Knowledge of: California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.
- Ability to: Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Travel as needed to visit section staff located in other CPUC offices, and to attend training or conferences.

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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