

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Safety Branch / Safety Policy Section	CLASS TITLE Public Utilities Regulatory Analyst IV
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 680-257-4615-001
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 Public Advocates Office ("the organization") represents ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums) and in other venues impacting California utilities and ratepayers. These proceedings and processes set rates, rules, policies, and regulations. Under the direction of the Program & Project Supervisor, the incumbent's primary assignments are analyzing utility proposals, examining utility accounting practices and recorded costs, forecasting data, making appropriate recommendations regarding issues affecting public utilities, and may assist in workshops with the direction of higher level staff, and perform other job-related work as required. The incumbent may be assigned work in other areas and branches of the organization, as directed. The PURA IV receives and develops assignments after approval of program objectives by their Supervisor. Supervisors review work for accuracy and to assure consistency with existing CPUC policies but incumbents are expected to independently exercise full operational responsibility, which may also require the coordination of several technical professional staff of up to five other technical staff. Incumbent's assignments often involve areas of expertise with respect to most of the utilities and other entities subject CPUC oversight in an industry. Incumbent's assignments may receive close attention from the press, legislature, or public interest groups.	
% of time performing monthly 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. <i>(Use additional sheet if necessary)</i>
	ESSENTIAL FUNCTIONS:
35%	<ul style="list-style-type: none"> Conduct a variety of multi-disciplinary, more complex, sensitive, responsible, difficult technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories. Develop and secure approval for original approaches, methodologies, and frameworks that can serve as a new standard or best practice in future projects. Develop and secure approval for plans outlining objectives. Make appropriate recommendations on a broad range of varied and more complex public utility regulatory issues and challenges. Independently carry out assignments, providing accurate status reports and meeting internal and external deadlines. Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files.
35%	<ul style="list-style-type: none"> Write and defend testimony in formal evidentiary hearings on more complex, varied, and controversial issues. Coordinate with attorneys on litigation strategy and cross-examination of utility and intervenor witnesses and providing input on opening and reply briefs. Write protests to advice letters and other filings on more complex and controversial matters. Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques when necessary, to high level officials inside and outside the CPUC, including the utilities, intervenor organizations, and other agencies.
25%	<ul style="list-style-type: none"> Lead more complex, varied and sensitive studies, projects, and/or programs. Lead or assist negotiations on more complex, varied, and controversial issues during the settlement process. Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings. Communicate with high-level officials at the utilities, CPUC, and other organizations and agencies. Travel on business.

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> Perform other job-related duties and assignments as required to support the efforts of Public Advocates Office. <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Trends and issues pertaining to public utilities regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities regulatory policy analysis and formulation; Federal and State agencies involved in utilities regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex 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.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> Works independently under short time constraints. Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible. Effectively relate to all staff levels and work as a member of a team. Able to perform effectively in a highly complex, open, and transparent public setting. Communication, written, oral and interpersonal, analytics, and attention to detail. Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. Other Software – Stata, SPSS, MatLab, Tableau, and/or ArcGIS. Able to lift at least 25 pounds. Attend training, complete agency work tracking system entries, and perform other duties as required. Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. <p><u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u></p> <ul style="list-style-type: none"> Able to work full time. Maintain consistent attendance. Demonstrate punctuality, initiative, and dependability. Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others. Practice and model good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others. Advance and contribute to continuous improvement and a positive, high performing work environment. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	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