

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Communications	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b>	<b>CLASS TITLE</b> CEA A - Deputy Director, Broadband
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento or Los Angeles
<b>INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-330-7500-500

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 the Communications Division Director, the Deputy Director leads all elements of standup and implementation of the Commission's Broadband For All program and related initiatives. The Deputy Director plans, organizes, and directs the activities of the Broadband Initiatives Branch and the Broadband, Video & Markets Branch to achieve California's and the Commission's policy and regulatory goals of serving the state with high-quality, affordable, reliable broadband service. The Deputy Director advises the Director, Executive Director, and Commissioners on policy and regulatory matters relevant to achieving the Broadband For All program and related initiatives.

<b>% of time performing duties</b>	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>
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<b><u>ESSENTIAL FUNCTIONS:</u></b>	
30%	Under the general direction of the Communications Division Director, plan, organize, and direct the Commission's activities to successfully stand up and implement the Broadband For All program and related initiatives. Lead and manage the Broadband Initiatives Branch and the Broadband, Video & Markets Branch to plan, organize, and implement the Commission's policy and programs pursuant to California's goals of serving California with high-quality, affordable, reliable broadband service.
30%	Stand up, manage operations, and ensure effective performance by the Broadband Initiatives Branch and the Broadband, Video & Markets Branch to accomplish all elements of the Broadband for All and related initiatives by: maintaining full staffing levels and planning for evolving workforce needs as the broadband initiatives grow and change over time; establishing rigorous internal processes and protocols to develop programs and policy; establishing fiscal and accounting processes with the CPUC's budget team to safeguard against waste, fraud and abuse of public funds; managing the branches' budgets and planning and preparing budget change proposals to address business needs; using strategic communications to communicate externally about the CPUC's broadband initiatives; using data and dashboards to understand program progress; regularly evaluating program progress and challenges and effectively communicating those to the Director and senior CPUC leadership; using strategic planning and risk assessment tools to attain program success.
30%	Serve as the principal advisor to the Communications Division Director on issues and policies affecting the Broadband Initiatives Branch and the Broadband, Video & Markets Branch. Represent the Commission with the public and stakeholder groups and interface with federal, state, and local agencies, boards, commissions, and other departments on issues and programs related to both branches. Collaborate with other state and federal agencies and all external stakeholders to anticipate community, as well as internet service provider needs and appropriate strategies to meet those needs. Prepare correspondence at the request of Commissioners and Governor's office for response to inquiries to the respective offices.

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<p>10%</p>	<p>Collaborate with other teams in Communications Division and the Commission to ensure that broadband regulation, policy and programs leverage regulation, policy and programs in other industries regulated by the Commission, including energy, safety, consumer policy and enforcement, passenger transportation, rail, and water. Ensure that standup and implementation of broadband initiatives further the enterprise-wide policies and goals of the Commission, including the Environmental and Social Justice Action Plan, the Enforcement Policy, policies and programs related to California Tribes, among others.</p> <p>Provide guidance to Division staff in the interpretation and implementation of statewide broadband policies. Coordinate training of Division staff on state and federal broadband program rules. Represent the Division in legislative hearings on broadband and other Communications-related issues.</p> <p>As needed, serve in an acting capacity in the Director's absence, serve as needed to provide continuity of government for the Commission during emergency situations, and perform other job-related duties as required.</p> <p><b>KNOWLEDGE AND ABILITIES</b> <i>[From Class Specs]</i></p> <p>Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:</p> <p>(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p>(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p>These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):</p> <p>Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.</p>
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	<p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Dress appropriately for a business/government environment.</li> <li>• Requires frequent travel to CPUC offices, and locations throughout the state to attend Commission meetings.</li> </ul>
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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
<p>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.</p>		
<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>