

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION WATER	EFFECTIVE DATE
BRANCH/SECTION Small Utilities and Compliance	CLASS TITLE Utilities Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-352-3518-970, 680-352-3518-970

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 supervision of the Program and Project Supervisor, the Utilities Engineer working with a Senior Utilities Engineer performs the engineering duties associated with the development and implementation of the Water Division's Compliance Monitoring and Enforcement Program (CMEP). In addition, work may also include reviewing general rate case filings and rate base offsets for infrastructure system improvements and providing technical and advisory support to decision-makers, including the drafting of Commission resolutions, technical reports, and conducting public workshops and public participation meetings. Occasional travel throughout the state of California to include evenings, weekends, overnight or several days at a time.

% 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)*

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40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> Review, develop, and implement the Water Division's Compliance Monitoring and Enforcement Program (CMEP) to be utilized by Division staff in conducting outreach on regulated small water utilities for assistance on filing for rate increases (General Rate Case, Consumer Price Index, or Rate Base Offset) and compliance with requirements specified in General Order 103-A and the Public Utilities Code.
25%	<ul style="list-style-type: none"> Conduct enforcement actions on regulated small water utilities that are out of compliance with requirements specified in General Order 103-A and the Public Utilities Code.
15%	<ul style="list-style-type: none"> Process Advice Letter filings and prepare resolutions for Tier 3 Advice Letter filings pursuant to the requirements specified in General Order 96-B and Water Division standard practices.
10%	<ul style="list-style-type: none"> Attend and participate in meetings with Commission staff, other State agencies, and local City and County agencies in coordination of enforcement efforts for utilities that are continually out of compliance.
5%	<ul style="list-style-type: none"> Review, analyze, and advise Water Division management and the Commission on outreach efforts and enforcement actions taken and how current events affect development of the CMEP.

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Other job-related duties as required <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Engineering fundamentals, terminology, and economics; materials and methods of engineering construction; engineering mathematics and computer application to engineering problem-solving; physical properties of water and sewer utilities and standards of safety, service, and reliability; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation.</p> <p>Ability to: Make engineering computations; analyze engineering data; reason logically, creatively, and utilize a variety of analytical approaches to resolve regulatory problems; develop and evaluate alternatives; communicate effectively; prepare resolutions, reports, correspondence, safety oversight plans, and exhibits; consult with and advise administrators, decision-makers, or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel to other Commission offices or other locations within the state to include evenings, weekends, overnight or several days at a time. Possession of a valid California Driver's License, Class C is required.
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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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