

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION ALJ/Proceeding Support		CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680 -304-5393-402
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 direction of the Staff Services Manager I, Proceedings Support Unit, the Associate Governmental Program Analyst as Proceeding Analyst provide research, framework, analyses and recommendation to Administrative Law Judges (ALJ) in the Division for assigned formal proceedings' life cycle; complex ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission. Incumbents conduct program evaluation, policy analysis, procedure formulation and improvement recommendations as lead analyst for proceedings-related Programmatic functions; and ALJ Management Assignments/ Division-wide Initiatives.		
% 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. <i>(Use additional sheet if necessary)</i>	
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Case/Proceeding Management</u> Assist ALJ II and IIIs on complex proceedings and to formal hearings; complex ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission with mostly contentious and controversial financial, safety and health impact, with large service lists (20 and over), within the assigned category timeline resulting in the timely submission of ALJ's Proposed Decisions (PD) or Presiding Officer's Decision (POD) for CPUC's regularly scheduled public meetings for Commissioners for discussion and vote as follows:</p> <ul style="list-style-type: none"> • Conduct preliminary review and research through case law, public records, or financial statements as applicable to ALJ's assigned proceedings for issue spotting. • Review, analyze and create matrices for all filed incoming proceeding comments, responses, briefs, exhibits, motions, etc. found on Docket or Supporting Docs to assist ALJs to establish documentary evidence to support complex PDs or PODs • Review, analyze and create matrices for Public Comments Online Form (PCOF) made on the Docket card for specific contentious and controversial proceedings that generates 100 or more public comments for ALJ review • Provide analytical studies and coordinate with ALJ on complex inquiries from Assigned Commissioner's Office (ACO) Advisory staff; and coordinate meetings in compliance with Bagley-Keene depending on proceeding category • Act as administrator for shared electronic inbox especially established for parties' responses to ALJ data requests (DR) by organizing and working with IT to ensure appropriate CPUC staff access to files, communicating utility division staff Public Utilities Regulatory Analyst (PURA) to send DRs to parties, tracking incoming DR responses and ensure compliance with ALJ Ruling deadlines, and create DR response report for ALJ and utility division staff • Track, calendar, and maintain deadlines and notable proceeding dates on Outlook and share w/ ALJs • Provide analyses and recommendations and impact of periodic revision of CPUC's Rules of Practice and Procedure based on ALJ's case assignments. • Draft and issue standard rulings, and ministerial orders for proceedings on behalf of ALJ • Primary analytical and logistical coordination and support for ALJs on formal proceedings events such as Prehearing Conferences, Status Conferences, Evidentiary Hearings, Oral Arguments, and other proceeding events including in-person, remote setting (WebEx), or combination of to ensure continuity of proceedings • Serve as evidentiary analyst and exhibit coordinator for assigned ALJ's Evidentiary Hearings by receiving, compiling, and cross-referencing exhibits from all parties via email, e-filing or web repository to ensure complete proceeding records. • Review PURA analytical studies as requested by ALJ and coordinate all related inquiries and meetings 	

DUTY STATEMENT
CALIFORNIA PUBLIC UTILITIES COMMISSION

	<ul style="list-style-type: none"> • Evaluate effectiveness of case management processes to identify gaps and inefficiencies, and subsequently work with ALJ Division management and staff to formulate ideas for process improvements and solutions • Review, and edit PD or POD sections incrementally with ALJ especially for large PDs or PODs • Cross referencing and verifying citations, precedential decisions, and other sources utilized in filed proceeding documents by parties, and provide relevant citations, precedential decisions, and other sources to ALJs for their use in drafting rulings, PDs or PODs • Version control tracking of draft Scoping Memos, PDs or PODs between ALJs, ACALJs, Divisions, etc. through the internal approval process and incorporate accepted changes proposed by the appropriate industry division and ACO stored on Content Server or OneDrive files with appropriate access to ALJs • Copyediting; preformatting using Style Guide; ensuring correct version of “stock” language; double checking and formatting all attachments; checking Findings of Fact, Conclusion of Law, and Ordering Paragraphs sections for consistency prior to PD or POD ALJ submission to STAR
35%	<p><u>Proceeding-related Programmatic Functions Management</u></p> <ul style="list-style-type: none"> • Act as lead PA liaison by providing research, analyses, statistics, check-in meetings, timeline and regular reports on one or combination of ALJ Division Proceedings-related programs that either require 2 or more additional PAs in the support team or involving more detailed legislative review and analyses including but not limited to: ALJ Remote Hearings/Events coordination with IT Audio Visual team, Hearing Calendar Clerk, and Hearing Reporting unit; Telecommunications California Certificate of Public Convenience and Necessity (CPCN) using Smart Linx ; Alternate Dispute Resolution (ADR), Assigned Commissioner Office briefings, Office of Governmental Affairs (OGA) legislative bills, etc. • Act as resource to liaison to one or combination of more routine programmatic functions including but not limited to Public Comments Online Form (PCOF) weekly division report, Citation Appeals tracking and webpage update, 90-day proceedings report compilation for News and Outreach; etc. • Provide research, analyses, statistics, Ad Hoc reports from Oracle databases and data visualization through MS Suite or Tableau including but not limited to high priority Orders Instituting Investigation (OII), Orders Instituting Rulemaking (OIR), and all other complex formal proceedings categories for ALJ management’s presentation to Commissioners’ meetings • Conduct program evaluation, planning, and policy analysis in formulation of new procedures and/or make recommendations for process improvement through comprehensive analytical studies and presentation for ALJ proceeding-related programmatic functions
25%	<p><u>ALJ Admin Management Assignments/ Division-wide Initiatives for ALJ Division:</u></p> <ul style="list-style-type: none"> • Act as lead liaison by providing research, analyses, statistics, check-in meetings, timeline and regular reports on one or combination of ALJ Management Assignments/ Division-wide Initiatives including but not limited to: Internal division training programs including but not limited to New ALJ JumpStart and brown bags; ALJ online initiatives including but not limited to ALJ Division SharePoint page; ALJ Division narrative items and statistics for CPUC Annual Report with News and Outreach; Proceedings Support items for ALJ Division annual Budget Change Proposal (BCP); Analytical and statistical support of Assistant Chief assigned to BCP as needed • Provide research, analyses, statistics, Ad Hoc reports, and data visualization using MS Suite or Tableau for ALJ management’s administrative presentation to Commissioners’ meetings • Coordinate, provide analytical, data visualization and logistical support for quarterly ALJ Division meeting and other division-wide events as identified • Conduct program evaluation, planning; and policy analysis in formulation of new procedures and/or make recommendations for process improvement through comprehensive analytical studies and presentation for ALJ Division-wide admin projects and initiatives
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other duties as assigned.</p>

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

	<p>KNOWLEDGE AND ABILITIES [From Class Specs]</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>Special Personal Requirements: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. 	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>		
<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>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION ALJ/Proceeding Support		CLASS TITLE Staff Services Analyst (General)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680 -304-5157-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: Under supervision of the Staff Services Manager I, Proceedings Support Unit, the Staff Services Analyst (General) as Proceedings Analyst (PA) provide research, framework, analyses and recommendation to Administrative Law Judges (ALJ) in the Division for assigned formal proceedings' life cycle; ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission. Incumbents participate in analytical studies of Proceedings-related Programmatic functions; and ALJ Administrative Management Assignments/ Division-wide Initiatives.		
% 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)	
35%	<p>ESSENTIAL FUNCTIONS:</p> <p>Case/Proceeding Management</p> <p>Assist ALJ I and II's on proceedings and to formal hearings; ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission with mostly average difficulty on financial, safety and health impact, with small-medium service lists (1-20), within the assigned category timeline resulting in the timely submission of ALJ's Proposed Decisions (PD) or Presiding Officer's Decision (POD) for CPUC's regularly scheduled public meetings of Commissioners for discussion and vote as follows:</p> <ul style="list-style-type: none"> • Conduct preliminary review and research through case law, public records, or financial statements as applicable to ALJ's assigned proceedings for issue spotting • Review, analyze and create matrices for all filed incoming proceeding comments, responses, briefs, exhibits, motions, etc. found on Docket or Supporting Docs to assist ALJs to establish documentary evidence to support PDs or PODs of average difficulty • Review, analyze and create matrices for Public Comments Online Form (PCOF) made on the Docket card for specific proceedings that generates 50-100 public comments for ALJ review • Provide analytical studies and coordinate with ALJ on complex inquiries from Assigned Commissioner's Office (ACO) Advisory staff; and coordinate meetings in compliance with Bagley-Keene depending on proceeding category • Act as administrator for shared electronic inbox especially established for parties' responses to ALJ data requests (DR) by organizing and working with IT to ensure appropriate CPUC staff access to files, communicating utility division staff Public Utilities Regulatory Analyst (PURA) to send DRs to parties, tracking incoming DR responses and ensure compliance with ALJ Ruling deadlines, and create DR response report for ALJ and utility division staff • Track, calendar, and maintain deadlines and notable proceeding dates on Outlook and share w/ ALJs • Provide analyses and recommendations and impact of periodic revision of CPUC's Rules of Practice and Procedure based on ALJ's case assignments • Draft and issue standard rulings, and ministerial orders for proceedings on behalf of ALJ • Primary analytical and logistical coordination and support for ALJs on formal proceedings events such as Prehearing Conferences, Status Conferences, Evidentiary Hearings, Oral Arguments, and other proceeding events including in-person, remote setting (WebEx), or combination of to ensure continuity of proceedings • Serve as evidentiary analyst and exhibit coordinator for assigned ALJ's Evidentiary Hearings by receiving, compiling, and cross-referencing exhibits from all parties via email, e-filing or web repository to ensure complete proceeding records • Cross referencing and verifying citations, precedential decisions, and other sources utilized in filed proceeding documents by parties, and provide relevant citations, precedential decisions, and other sources to ALJs for their use in drafting rulings, PDs or PODs 	

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

	<ul style="list-style-type: none"> • Version control tracking of draft Scoping Memos, PDs or PODs between ALJs, ACALJs, Divisions, etc. through the internal approval process and incorporate accepted changes proposed by the appropriate industry division and ACO stored on Content Server or OneDrive files with appropriate access to ALJs • Copyediting; preformatting using Style Guide; ensuring correct version of “stock” language; double checking and formatting all attachments; checking Findings of Fact, Conclusion of Law, and Ordering Paragraphs sections for consistency prior to PD or POD ALJ submission to STAR
35%	<p><u>Proceeding-related Programmatic Functions Management</u></p> <ul style="list-style-type: none"> • Assist lead PA liaison in providing research, analyses, statistics, check-in meetings, timeline and regular reports on one or combination of ALJ Division Proceedings-related programs that either require 2 or more additional PAs in the support team or involving more detailed legislative review and analyses including but not limited to: ALJ Remote Hearings/Events coordination with IT Audio Visual team, Hearing Calendar Clerk, and Hearing Reporting unit; Telecommunications California Certificate of Public Convenience and Necessity (CPCN) using Smart Linx ; Alternate Dispute Resolution (ADR), Assigned Commissioner Office briefings, Office of Governmental Affairs (OGA) legislative bills, etc. . • Act as liaison to one or combination of more routine programmatic functions including but not limited to Public Comments Online Form (PCOF) weekly division report, Citation Appeals tracking and webpage update, 90-day proceedings report compilation for News and Outreach; etc. • Provide research, analyses, statistics, Ad Hoc reports from Oracle databases and data visualization through MS Suite or Tableau for standard formal proceedings categories for ALJ management’s presentation to Commissioners’ meetings • Participate in program evaluation, planning, and policy analysis of new procedures and/or make recommendations for process improvement for ALJ proceeding-related programmatic functions
25%	<p><u>ALJ Admin/Management Assignments/ Division-wide Initiatives for ALJ Division:</u></p> <ul style="list-style-type: none"> • Assist lead PA liaison on one or combination of ALJ Management Assignments/ Division-wide Initiatives: Internal division training programs including but not limited to New ALJ JumpStart and brown bags; ALJ online initiatives including but not limited to ALJ Division SharePoint page, and ALJ pages through Sitecore; provide research, analyses, report and statistics for ALJ Division items for Annual Report with News and Outreach; provide research, analyses, report and statistics for Proceedings Support items for ALJ Division annual Budget Change Proposal (BCP); Analytical and statistical support of Assistant Chief assigned to BCP as needed • Provide research, analyses, statistics, Ad Hoc reports and visual representation for ALJ management’s administrative presentation to Commissioners • Coordinate, provide analytical, data visualization and logistical support for quarterly ALJ Division meeting and other division-wide events as identified • Participate in program evaluation, planning, and policy analysis of new procedures and/or make recommendations for process improvement for ALJ Division-wide admin projects and initiatives
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other duties as assigned.</p>

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

KNOWLEDGE AND ABILITIES *[From Class Specs]*

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Special Personal Characteristics: Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.

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
-------------------------	----------------------	------