STATE OF CALIFORNIA
DUTY STATEMENT
CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications	EFFECTIVE DATE
BRANCH/SECTION Broadband Deployment Branch/ Data Analysis & Systems	CLASS TITLE Research Data Analyst II
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) 680-331-5731-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 the general direction of the Program and Project Supervisor, in the Data Analysis & Systems Section in the Broadband Deployment Branch, the incumbent will perform a broad range of research, geospatial analyses and map development, data analyses and undertake various tasks and assignments to inform the development of broadband plans by region and county in unserved and underserved parts of California.

% 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)*
	ESSENTIAL FUNCTIONS:
35%	Investigate, create, and analyze data to conduct spatial statistical analysis to inform plans for deploying needed broadband infrastructure. Develop and maintain Geographic Information System (GIS) maps and applications. Ensure integrity, accuracy, reliability and security for GIS application system. System data types include existing infrastructure and facilities configurations, interconnection points, demographic information, and data regarding underserved communities. Develop, investigate and analyze other thematic, demographic, and underserved, information from multiple data sources using GIS, Access, Excel, Tableau and other available software.
30%	Provides guidance to the Caseworkers' outreach work, with a focus on public entities, by responding to specific analytical needs to inform proposed infrastructure projects. Develop and maintain GIS desktop and web-based applications, including maps and tools to guide decision makers and potential grant applicants. Assist program staff by gathering, analyzing and displaying geography, technology, underserved community, socioeconomic and other information to inform policy and grant decisions.
30%	Develop, publish, and maintain both internal and public dashboards, reports and data visualizations of communication networks, demographics and proposed projects using multiple platforms including ArcMap, ArcGIS Pro, ArcGIS online and Tableau. Analyzes program data and prepares summary charts, tables and graphs for program staff, decision-makers, policy makers, and potential grantees.
	MARGINAL FUNCTIONS:
5%	Provide consultative services and collaboratively work with agency management and staff, legislative bodies, local governments and external stakeholders when needed. Other work as assigned.

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KNOWLEDGE AND ABILITIES [*From Class Specs*]

Knowledge of: Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures. Design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental and policy problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project. objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. Query, mine, analyze, manipulate, and visualize data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, communications equipment, Internet, voicemail, email, etc.
- Proficiency in expanding and acquiring new knowledge and skills to enhance ability to tackle progressively challenging policy problems and opportunities.
- Proficiency in cultivating and building constructive relationships, internally and externally, to expand sources of expert knowledge and information.
- Proficiency in exercising creativity and resourcefulness in overcoming obstacles.
- Proficiency in teamwork and collaboration.
- Proficiency in maintaining poise, diplomacy, and a constructive disposition.
- Able to travel on business to meet with utilities and industry representatives, to meet with CPUC employees in other locations, and for training.
- Professional behavior.
- Standard office setting. Work in close proximity to co-workers. Mindful in respecting the time and space of other employees.
- Proficiency in working in telework situations.
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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
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