

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Broadband, Video, and Market Branch/ California Advanced Services Fund & Broadband Access Section		CLASS TITLE Research Data Specialist II (Geographic Information Systems)
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) 680-331-5758-001
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: Under general direction of a Program & Project Supervisor, the Research Data Specialist II serves as a principal technical resource concerning research and statistical analysis involving the planning, measurement, analysis and visualization of broadband Internet access service data, and its relationship to consumer, business and government needs and public safety, data relevant to other communications and utility issues, and Geographic Information Systems. The position is located within the California Advanced Services Fund and Broadband Access section.		
% 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%	<u>ESSENTIAL FUNCTIONS:</u> Under general direction of the Program and Project Supervisor, the incumbent will perform the functions outlined below. To implement programs within the Broadband, Video, and Market Branch in accordance with statutory and Commission guidelines and policies, the incumbent will: <ul style="list-style-type: none"> • Apply Geographic Information System (GIS) and Project Management knowledge to plan (independently and as part of a team), organize, and conduct complex research projects involving advanced technology deployment (particularly broadband and video service access and subscribership) within California. • Provide analysis, mapping, and GIS support on California Advanced Services Fund projects and other projects within the Communications Division. • Collect and conduct research on demographic and thematic data, existing state resource data, and other geospatial information that can be integrated to provide a foundation for policy analysis and recommendations. • Work with staff and specialists from the Commission, government, and private sectors to identify and acquire appropriate sources of information suitable for use in analyzing and visualizing geospatial and demographic information of interest to the Commission. • Coordinate the work of and collaborate with outside contractors performing or assisting tasks to which you are assigned. • Prepare reports and presentations involving analysis and visualization of geospatial information to inform policymakers and the public and other stakeholders. 	

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25%	<ul style="list-style-type: none"> • Serve as a subject matter expert in the development and maintenance of GIS-based applications to capture, evaluate, analyze, and visualize the vast amount of data which can or will be collected.
20%	<ul style="list-style-type: none"> • Lead and/or participate in the development of new GIS desktop and web-based applications and tools to improve the ability of Commission employees and others to gather, analyze, and display geographic, technology, socioeconomic, and related information. • Initiate the development of standardized data structures to enable wide use throughout the Commission.
15%	<ul style="list-style-type: none"> • Provide consultative services to Commission management and staff, legislative bodies, governmental entities, commissions, and/or external stakeholders. • Attend meetings and participate in various internal and external user/GIS related groups. • Provide training to colleagues. <p><u>MARGINAL FUNCTIONS:</u></p>
5%	<p>Participate on “task force” teams dedicated to any Communications Division or interdivisional project or program and other job-related tasks. Perform other duties as assigned.</p>

	<p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Principles and concepts applied in research and statistical settings; principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design, methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments. State, Federal, and departmental regulations; benefit-cost analysis; complex database design and structure to understand and complete research projects and assignments; and project management principles in order to design projects (e.g., define schedules, tasks, milestones, deliverables).</p> <p>Ability to: Plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers,</p>
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mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues. Translate legislatively mandated program evaluation requirements into methodically rigorous study designs; translate departmental policy into action programs and/or test the impact of policy changes; evaluate the adequacy and merit of proposed research and evaluation study designs and techniques; provide expert consultation on the feasibility impact or potential of a variety of operations, projects or proposals to the department and to other organizations; analyze and evaluate the impact of changes to existing programs, procedures, business processes, and/or policies; use creativity when independently designing research projects; and write clear and concise studies and reports; design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data; conduct and interpret descriptive and/or inferential statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; analyze situations accurately and take effective action at the appropriate time; and provide mentoring to staff.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- 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 in discussing and resolving disagreements and disputes with others (internally and externally).
- 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.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Kim Hua	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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