

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division (CD)	EFFECTIVE DATE
BRANCH/SECTION Broadband, Video & Market Branch/ California Advanced Services Fund (CASF) Adoption & Access Section	CLASS TITLE Research Data Analyst II (RDA II)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Fransisco, Los Angles, Sacramento
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-931-5731-970

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 the general supervision of a Program & Project Supervisor, the RDA II will perform a broad range of research and analyses, and undertake various tasks and assignments related to the implementation of the CASF program and the Video Franchise and Broadband Analysis sections, as well as geographic analysis relating to other projects or programs as needed.

% 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)*

	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>To Implement the California Advanced Services Fund (CASF) program in accordance with statute and Commission guidelines and policies:</u></p> <ul style="list-style-type: none"> • Provide updates to the California Interactive Broadband Map to account for changes in designations of eligibility for CASF projects from households to housing units and locations. • Prepares maps for CASF project approval. • Maintain master geodatabase of proposed CASF projects including shapefiles and census block data to integrate with California Interactive Broadband Map. • Coordinate changes and updates to California Broadband Map with existing mapping contractor. • Respond to inquiries and assist Regional Broadband Consortia, potential applicants and other stakeholders to achieve program goals.
35%	<ul style="list-style-type: none"> • Provide guidance, consultation, recommendations regarding the Commission's broadband mapping data and tools to enhance their usefulness for the CASF program. • Provide assistance to staff in use of these applications and tools.
20%	

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20%	<p><u>To support the development of policies, rules, guidelines related to the CASF program:</u></p> <ul style="list-style-type: none">• Conduct basic and complex GIS (Geographic Information Systems,) statistical and other technical analyses;• Contribute to complex written reports and prepare simpler reports including but not limited to: staff proposals used in Rulemaking Proceedings for the Commission and Administrative Law Judge (ALJ); white paper/memos to staff and stakeholders, members of the public and other state agencies and Commission resolutions for voting meetings.• Attend and contribute to workshops and other public forums required by statute or part of CASF proceedings to establish new rules, such as the annual CASF Workshop and the identification of priority areas for broadband service.
20%	
5%	<p><u>To provide information on the CASF program and maintain effective communication channels:</u></p> <ul style="list-style-type: none">• Analyze program data and prepare necessary summary charts/tables for written reports regarding the CASF program.• Respond to inquiries from the public and other governmental agencies as needed regarding the CASF program and related issues.• Maintain and update CASF website and public interfacing related to the CASF program for current and past project information. <p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none">• Provide assistance with GIS-related topics and work collaboratively with Commission management and staff, department staff, legislative bodies, governmental entities, commission, and or external stakeholders.• Perform other job-related duties 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 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, and manipulate 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, telecommunications equipment, Internet, voicemail, email, etc.

Dress appropriately for a business/government environment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Kim Hua	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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