

# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Energy		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Building Decarbonization and Gas Policy Branch / Gas & Oil Pipeline Costs and Rates		<b>CLASS TITLE</b> Public Utilities Regulatory Analyst IV
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento, or Los Angeles
<b>INCUMBENT (if known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-325-4615-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.		
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under the general direction of the section Program and Project Supervisor, the incumbent will exercise independent judgement, conduct complex economic, policy and/or technical analyses and research to support administrative law judges, commissioners, and advisors on a wide range of issues to develop, implement, and oversee comprehensive energy policies and programs. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.		
<b>% of time performing duties</b>	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>	
30%	<b>ESSENTIAL FUNCTIONS:</b> <ul style="list-style-type: none"> <li>The incumbent will oversee specific energy subject area projects or programs and participate as part of a team with other staff, including staff in other sections, branches, and divisions on energy and transmission issues. This responsibility may involve providing support to multidisciplinary teams and acting as a leader on a project requiring substantial expertise.</li> <li>Develop and implement energy policies and program rules and processes to implement legislation and State and Commission policies.</li> <li>Assist Administrative Law Judges (ALJs) with rulings and proposed decisions, provide technical support for ALJs in formal proceedings before the Commission, prepares briefings, perform policy research, and prepare alternate decision drafts for Commissioners and their advisors.</li> <li>Assist the Commission with its implementation of the Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state.</li> </ul>	
30%	<ul style="list-style-type: none"> <li>Perform original research and analysis and make recommendations on findings to Commissioners, their advisors, management and other decision-makers. Additionally, this work may require analyzing complex regulatory issues to develop findings.</li> <li>As lead analyst, gather data and conduct economic, policy and financial analysis and synthesize the information and analysis to provide program oversight.</li> <li>Review and analyze utility advice letter filings and evaluate them for compliance with the Commission's rules and requirements. Advice letter review work may also include writing resolutions that explain analysis and findings.</li> <li>Assist in analysis and preparation of comments on pending legislation, participate in public hearings, and respond to inquiries from the public, other agencies, the media, and legislative staff.</li> </ul>	



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SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Elizabeth La Cour	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