



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Safety Policy Division	Public Utilities Regulatory Analyst V	681-200-4616-004
BRANCH (if applicable)	WORKING TITLE	CBID
Wildfire Safety Advisory Board	Senior Policy Advisor	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, San Francisco, or Los Angeles	N/A
IMMEDIATE SUPERVISOR		
Program and Project Supervisor		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the direction of the Program and Project Supervisor, in the Office of Energy Infrastructure Safety (Energy Safety), the PURA V will serve as a Senior Policy Advisor to Energy Safety and the Wildfire Safety Advisory Board (WSAB or the Board), performing a variety of complex technical/professional tasks related to utilities' reform and wildfire safety. The PURA V will handle the more complex, technical, and sensitive issues supporting Energy Safety and the Board working directly with Energy Safety management, the Chair, Vice Chair, as well as other Board Members.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Support Energy Safety and the Board working as the subject matter expert providing advice, and support to Energy Safety and WSAB in the creation and development of wildfire safety and other Board related work products, including the utilities' wildfire mitigation plan recommendations and the publicly owned utilities' advisory opinions. Provide expertise and advice to Energy Safety and WSAB on positions or approaches to take on policy and prepare written recommendations including draft recommendation language for management and Board review. Provide project management expertise including setting and maintaining deadlines, maintaining project plans and schedules, and ensuring high quality work products.	
35%	Conduct Research: Conduct independent research to support Energy Safety and the Board's recommendations. Exercise independent judgment conducting complex legislative, economic, policy and/or technical analyses and research regarding utilities and wildfire safety. Prepare written and oral reports, presentations, and briefings for Energy Safety and the Board on wildfire safety related matters. Identify and stay informed about regulatory subject matters related to wildfire mitigation, utility safety culture, wildfire mitigation planning, utility risk assessment and mitigation planning. Responsible for strategic planning, identifying emerging wildfire safety issues and making recommendations.	
20%	Support Board and External Meetings: Plan, organize, coordinate, and attend quarterly WSAB meetings, other business meetings, and workshops. Prepare necessary documents and material, such as: agendas, slides, meeting notifications, meeting scripts, etc. Coordinate with appropriate bodies to ensure smooth running of meetings. Ensure that Board members are adequately prepared for meetings. Ensure WSAB meetings adhere to legal requirements and other policies for State of California public meetings to ensure meetings are safe and in compliance with rules and regulations, especially the Bagley-Keene Open	



Duty Statement

	Meetings Act. Plan, organize, and attend utility site visits, and other meetings as requested. Support WSAB external speaking engagements by creating and developing written and oral material including talking points for WSAB members.	
5%	Perform special projects assigned by the PPS. Represent Energy Safety and the Board at meetings, forums, workshops, and/or hearings when assigned.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office.		
TELEWORK DESIGNATION:		
This position is designated as a hybrid remote/in-person approach enabling staff to telework, when approved by management.		
SPECIAL REQUIREMENTS:		
Incumbent may be required to travel, including overnight stays, and may occasionally be required to work irregular hours, nights, and/or weekends to meet the Department’s business needs.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Safety Policy Division	Public Utilities Regulatory Analyst IV	681-200-4616-004
BRANCH (if applicable)	WORKING TITLE	CBID
Wildfire Safety Advisory Board	Senior Policy Advisor	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, San Francisco, or Los Angeles	N/A
IMMEDIATE SUPERVISOR		
Program and Project Supervisor		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the direction of the Program and Project Supervisor, in the Office of Energy Infrastructure Safety (Energy Safety), the PURA IV will serve as a Senior Policy Advisor to Energy Safety and the Wildfire Safety Advisory Board (WSAB or the Board), performing a variety of moderately complex technical/professional tasks related to utilities' reform and wildfire safety. The PURA IV will handle moderately complex, technical, and sensitive issues supporting Energy Safety and the Board working directly with Energy Safety management, the Chair, Vice Chair, as well as other Board Members.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	The incumbent will support the Board and Energy Safety in the creation of Board-related work products, exercising independent judgment, and conducting technical analyses to provide input. Provides support to Energy Safety and WSAB in the creation and development Board-related work products. Provide advice to WSAB on positions or approaches to take on policy and prepare written recommendations including draft recommendation language for management and Board review. Assist in maintaining deadlines, maintaining project plans and schedules, and ensuring high quality work products.	
35%	The incumbent will conduct research and analysis and provide support to the WSAB in creation and development of evaluations and advisory opinions for publicly owned utilities (POU) wildfire mitigation plans (WMP) and recommendations for investor-owned utilities (IOU) regarding performance metrics, compliance determinations and additional WMP requirements. Log and track compliance of WMP submittals, recommendations, and advisory opinions. Prepare written and oral reports, presentations, and briefings for Energy Safety and the Board on wildfire safety related matters. Identify and stay informed about regulatory subject matters related to utility safety culture, wildfire mitigation planning, utility risk assessment and mitigation planning.	
20%	The incumbent will plan, organize, coordinate, and attend quarterly WSAB meetings, other business meetings both internal and external, and workshops. Plan, organize, and attend utility site visits, and other meetings as requested. Prepare necessary documents and material, such as: agendas, power point presentations, meeting notifications, meeting scripts, etc. Coordinate with appropriate bodies to ensure smooth running of meetings. Ensure that Board members are adequately prepared for meetings. Support	



Duty Statement

	WSAB external speaking engagements by creating and developing written and oral material including talking points for WSAB members.	
5%	Perform special projects assigned by the PPS. Represent Energy Safety and the Board at meetings, forums, workshops, and/or hearings when assigned.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office.		
TELEWORK DESIGNATION:		
This position is designated as a hybrid remote/in-person approach enabling staff to telework, when approved by management.		
SPECIAL REQUIREMENTS:		
Incumbent may be required to travel, including overnight stays, and may occasionally be required to work irregular hours, nights, and/or weekends to meet the Department’s business needs.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE