

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION



DIVISION Communications	EFFECTIVE DATE
BRANCH/SECTION Broadband Regional Initiatives / Last Mile	CLASS TITLE Research Data Specialist III
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) 680-334-5758-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 Federal Funding Account Last Mile Section in the Broadband Regional Initiatives Branch, the incumbent will independently perform complex spatial and statistical analysis work to inform the development of broadband plans by region and county in unserved and underserved parts of California. The incumbent serves as a technical resource for the regional project managers to decipher broadband deployment maps, identify existing broadband infrastructure and infrastructure gaps to inform program priorities.	
% 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> Gather, integrate, maintain and analyze data to conduct the most complex spatial statistical analysis to inform plans for deploying needed broadband infrastructure. Collaborate with other data analysts and specialist teams within the agency and with other agencies, to develop standardized data formats, data gathering methods, data analyses and storage/access methods. Develop and maintain centralized data repositories for dissemination and analysis by multiple parties. Data types include existing infrastructure and facilities configurations, interconnection points and demographic information. Draft reports, analysis memos, and prepare visual representations to inform planning and to document need for facilities.
30%	Develop the most complex queries and report on results to inform potential broadband projects. Utilize coded solutions for spatial and data analysis to create an auditable record of data transformations and queries. Ensure the proper use and validation of the data inputs and results which are used to inform broadband planning decisions. Perform quality checks on data and analyses conducted by external partners, and manage their timely completion key tasks. Conduct the most complex analysis and interpret descriptive statistical analyses using appropriate software to test hypotheses and to formulate conclusions and recommendations. Evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems in writing.
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 ESRI, OSGeo, database, and BI products. Present research results and explain them clearly in written and oral form to internal staff, local governments, potential project owners, agency management and leadership, state and federal policymakers, departments and agencies, the public and other external stakeholders.
5%	<u>MARGINAL FUNCTIONS:</u> 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; conversion of unstructured data sources into centralized data repositories; knowledge of database design and implementation; 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, ad-hoc data exports, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures.

Ability to: Research, gather, compile, organize, 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.

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.

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

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