

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Railroad Operations & Safety Branch		CLASS TITLE Program & Project Supervisor, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION LA, Sac or SF – Remote centered
INCUMBENT (If known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-137-3504-001
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 the Program Manager, the Program and Project Supervisor (PPS) in the Railroad Operations and Safety Branch plans the work and supervises staff in gathering data for the following areas of responsibility along with support to the Risk assessment group in matters relating to the support of ROSB projects and programs: IAR's Inspector Activity Reports, INCR's, RSSIMS2, RMSR's, Annual Report to Legislature, CORT, RBEP, PTC and GOTP		
% 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)	
	<b><u>ESSENTIAL FUNCTIONS:</u></b>	
30%	Plans, assigns, reviews and organizes the work and directs PURA staff on a daily basis: coordinates and oversees ROSB projects and programs with regional supervisors; participates in the preparation of budget, personnel, affirmative action and other administrative reports; identifies training needs; procures, supervises, and/or conducts staff training; and evaluates work performance and recommends appropriate action.	
30%	Supervises the Branches rail safety risk assessment and risk management work including: the evaluation of railroad and rail transit, rail crossings, risk management programs; the integration of engineering models of risk and accident and inspection data and the development of new risk assessment and management models.	
20%	Coordinates with Rail Safety Division on related matters, creative approach to build synergy amongst staff; oversees and participates and may lead accident review and analysis; disseminates safety improvement strategies; conducts special assessments and focused inspections of freight, passenger; coordinates the preparation of reports concerning the safety of rail operations. May participate on specialized extraordinary projects (sealed corridors, critical infrastructure and security issues, hazardous materials shipments, general order revisions and sound walls)	
10%	Assist in the development, acceptance and implementation of a centralized, multidisciplinary, electronic data collection and filing data base; oversees and coordinates the collection, development and maintenance of railroad and rail transit accident and inspection information.	
5%	Acts as technical expert at hearings and participates in investigations and hearings and testifies as an expert witness in proceedings before the Public Utilities Commission, other regulatory agencies and courts; reviews and supervises the preparation of decisions drafts, exhibits, testimony, correspondence and reports.	

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Performs other work-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <p><b>Knowledge of:</b> California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.</p> <p><b>Ability to:</b> Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Use of personal protective equipment (PPE) during field inspections.</li> <li>• Work outdoors; summer and winter environments can pose personal safety risks.</li> <li>• Report to the local CPUC office as needed; this position is remote centered on proximity to the region.</li> <li>• Expect to travel overnight, occasionally for several days at a time; and/or drive over 100 miles on short notice or during unusual hours. Possession of a valid California Driver's License, Class C required.</li> <li>• Position subject to DMV Pull Notification.</li> </ul>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>	
SUPERVISOR'S NAME (Print) Thomas Logan	SUPERVISOR'S SIGNATURE  DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>	
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