

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Wildfire Safety and Enforcement Branch		CLASS TITLE Public Utilities Regulatory Analyst V
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-447-4616-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 general direction of the Program and Project Supervisor (PPS), the incumbent acts as a senior regulatory analyst on wildfire matters, evaluating, updating, implementing, and enforcing the wildfire safety policies, regulations and guidelines of electric generation, electric transmission, and distribution infrastructure. Incumbent conducts policy and original technical research and analysis of wildfire and electrical de-energization problems of moderate scope pertaining to Public Safety Power Shutoff (PSPS) and Fast Trip. This position requires the development of original analytical approaches having potential policy implications.		
% 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>	
	<u>ESSENTIAL FUNCTIONS:</u>	
30%	Plan, organize, and direct policy and technical research, and make appropriate recommendations relating to electric infrastructures, and power generating facility wildfire safety, reliability, and performance. Gather, analyze, and maintain data on electrical utility compliance with wildfire safety standards. Perform a variety of technical, policy, and economic analyses and studies on proceedings related to wildfire safety and enforcement including examination of databases and implications of data management for safety and mitigation. Leads projects related to PSPS, Fast Trip, High Fire Threat District (HFTD) maps, and/or future wildfire mitigation measures. Coordinate project tasks in the planning, developing, and executing of proactive safety compliance investigations and associated work plans for management review.	
30%	Analyze, interpret, and synthesize complex data accurately and take effective action and make sound decisions. Responsible for preparing complex technical and policy reports and making recommendations based on complex analyses to assist management in development, implementation, and enforcement of wildfire rulings and safety standards including PSPS and Fast Trip.	
20%	Develop, implement, and enforce electric utility wildfire standards and safety regulations including PSPS and Fast Trip. Work closely with other analysts and engineers to assess the effectiveness of the proposed guidelines to assure that the standards are meaningful and enforceable and to develop procedures to implement the Commission's General Orders and Rulings. Review electric utility wildfire mitigation plans, reports, and records.	
15%	Participate in Commission hearings and represent the Commission before federal, state, and local agencies as well as the Legislature as a subject matter expert. Provide presentations to management, industry groups, government representatives, and the media; perform other related duties as required. Prepare correspondence, reports, and surveys; prepare testimony and serve as an expert witness before formal Commission hearings.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Participate in site visits and incident investigations to determine compliance with Public Utilities Code and Commission's General Order requirements. • Perform other work-related duties as required. <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Strong effective interpersonal skills, ability to work both alone and collaboratively. • Ability to show initiative, take responsibility, exercise independence and good judgment, be adaptable to change, pay attention to details and process information quickly, work well under pressure and with minimal oversight, and complete tasks timely and, if needed, on short notice. • Incumbent may be required to travel, including overnight stays, and on occasion be required to work unusual hours. • Possession of a valid California Driver's License, Class C, is required. Ability to drive in the State of California in a rented, personal, or state-owned vehicle). Participate in Department of Motor Vehicles' (DMV) Employer Pull Notice (EPN) Program. • Safely conduct field investigations and meetings in hazardous environments, including rough terrain, weather extremes, loud noise, proximity to moving trains and equipment, etc. • Dress appropriately when working in the field, including proper use of Personal Protection Equipment. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Ronald DeMayo	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