

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Consumer Programs Branch/Administrative & Finance	CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento or Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-333-5393-005

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: The Communications Division is responsible for administering public purpose programs, overseeing carrier compliance with rules and requirements established through licenses to operate and offer service in the state of California, deploying broadband under state and feral programs, and advice the Public Utilities Commissions on all communications industry. Under the direction of the SSM I, the AGPA will perform analytical and administrative duties in support of the Division. The AGPA will serve as a liaison for the Division in the areas of Human Resources (HR), and other operational functions.

% 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>
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ESSENTIAL FUNCTIONS:

30%	<p>Serve as the HR Division Liaison (DL) to facilitate and provide high-level guidance to division management on personnel related processes/items in coordination with HR Division.</p> <p>Provide analyses of new programs, policies, and procedures and determine appropriate classification and staffing requirements to prepare appropriate hiring packages.</p> <p>Review and provide recommendation in accordance to Department of Human Resources (CalHR), State Personnel Board (SPB), and Department of Finance (DOF) rules and policies as they relate to hiring, pay and benefits, onboarding, performance evaluation, appointments, organizational restructure, classification and compensation items to Division management and staff.</p>
20%	<p>Responsible for maintaining, reconciling, and tracking position reports, organizational charts, probation and performance reports to ensure timely submission of required reporting in alignment with processes and applicable rules.</p> <p>Provide advisement to management on vacancies, authorized positions and other employee data based on trends to provide proactive planning of hiring, recruitment strategies and other applicable personnel requirements.</p>
20%	<p>Lead recruiter for the Public Advocates Office. Conduct research, analyze and store information, and make recommendations to the management team, to help develop recruitment strategies, plans, goals, and documents including brochures and flyers. Proactively identify upcoming career fairs, events, and other opportunities, then coordinate with management and staff before and after each event as necessary, track office participation and expenses associated with these events, and plan and carryout office recruiting events, as determined by management.</p>
10%	<p>Maintain database to track probation reports and performance evaluations (Reviews) to help the organization meet completion due dates and submittals to HR. On a bi-monthly basis (no later than the 1st and 15th day of each month), distribute and send out reminders to deputy directors, managers and supervisors alerting them of upcoming due dates and past due Reviews. Collect, scan (for organization's records), and submit each completed Review to HR within 3 working days from the date of completion.</p>

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10%	<p>Travel to career fairs, events, and other recruiting opportunities to represent the office. Attend trainings to stay on top of current recruitment trends, and to network with other California State Recruiters.</p> <p>Coordinate accurate and timely submission of all required documents of the Request for Personnel Action (RPA) at all phases of the hiring process (recruitment, selection, appointment, onboarding and separation).</p> <p>Develop hiring strategies for hard to recruit classifications in collaboration with HR.</p>
10 %	<p>Attend monthly HR liaison meetings to maintain knowledge and awareness of all HR process and procedures to disseminate information to management and staff.</p> <p>Attend job related training, conferences and meetings. Travel as necessary. Perform other job-related duties as assigned.</p> <p><u>MARGINAL FUNCTIONS:</u></p> <p>Perform other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</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. • Occasional travel that may include overnight, weekends and several days at a time.

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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	DATE