

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy		EFFECTIVE DATE
BRANCH/SECTION Electric Costs and Retail Choice Branch/ Energy Cost Reporting and Tracking		CLASS TITLE Program and Project Supervisor
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) 680-322-3504-xxx
<p>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.</p>		
<p><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b>          Under the general direction of the Branch / Program Manager, the Program and Project Supervisor (PPS) is responsible for supervising, planning, and coordinating the activities of the Section. The incumbent directly supervises the work of Section staff, coordinates the Section's work with other Energy Division (Division) sections and other Commission divisions, as necessary, and actively participates as a member of Division's management team. The incumbent may also receive assignments and direction from the Division Deputy Director and the Division Director. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.</p>		
% 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>	
	<b><u>ESSENTIAL FUNCTIONS:</u></b>	
25%	<b>Review Work Products</b> Review and take responsibility for the work products of the Section relating to electric general rate cases, cost of capital proceedings, utility financing applications (including Department of Water Resources bond proceedings or other securitization cases as they arise). Work products include memoranda, white papers, proceeding documents (e.g. advice letter dispositions and resolutions, staff proposals, input to rulings and decisions), legislative bill analyses and fiscal impact determinations, fact sheets or summary material, and other written and oral presentations. Ensure the Section's studies and analyses clearly, comprehensively and accurately represent policies and positions in proceedings or other forums. Critically assess utility and other proposals. Participate in meetings with the Program Manager and Director, Administrative Law Judges, other Commission management, and Commissioner Offices to ensure quality Division work products.	
20%	<b>Supervises Section Activities and Staff</b> Supervise, plan, coordinate, and take responsibility for the activities of the Section. Guide, assign, and actively participate in policy development related to the work of the Section. Delegate responsibility to project coordinators where appropriate. Monitor the quality of staff work products by making sure they conform with applicable rules and regulations, and with Energy Division Best Practices guidance documents; Coordinate Section work and staff resources with other Division sections, other divisions, Commission offices, and advisors by meeting with and regularly communicating with entities the Section is working with and entities the Section is providing advisory support to; Actively participate as a member of the Division's management team with the Program Manager and Director through management meetings and issue-specific briefings.	
20%	<b>Technical Expertise</b> Provide general technical expertise for the Division on issues related to the regulation of gas and electric utilities. Appear as a representative of the Commission in various venues such as the Legislature, Governor's office, seminars, conferences, and industry meetings. Represent the Division with Commissioners and their advisors in working meetings, briefings, and/or presentations in Commission meetings or other related forums. Engage in interactive contact with news media, officials from utilities, other government agencies, as well as members of community-based organizations and the general public. Provide oversight of staff engaging in similar activities.	



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	<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>• Travel as needed to visit section staff located in other CPUC offices, and to attend training or conferences.</li> </ul>	
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p><b>SUPERVISOR'S NAME (Print)</b> Michele Kito</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>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></b></p>		
<p>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.</p>		
<p><b>EMPLOYEE'S NAME (Print)</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>