

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Broadband, Video & Market Branch/CASF Public Housing & Adoption Section		CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-5393-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 a Program & Project Supervisor, the incumbent will review and process CASF project applications and payments; track and analyze CASF program revenues, expenditures, and project data; research, document, analyze, and recommend alternatives to improve operating practices in the oversight of the CASF program; provide consultative services to management or others related to the CASF business services functions; support the management of database and documentation, and other tasks as needed in the implementation of the CASF program.		
% 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> In order to facilitate the review of CASF program applications and processing of payment claims for CASF Broadband Public Housing and Broadband Adoption grants, the incumbent: <ul style="list-style-type: none"> • Prepares and posts FAQs related to the application process on the CASF website; monitors and responds to questions sent by potential applicants and interested parties to the CASF inbox, in coordination with other CASF staff. • Works with prospective applicants in setting up their accounts used to submit applications and assists them in the submission process as needed. • Ensures the completeness of materials/documents submitted for CASF funding as required by Commission decisions and rules. • Coordinates the posting of project application summaries on the CASF website as required by Commission decisions and rules. • Keeps a record of all applications received for CASF funding. • Monitors the status of evaluation of projects proposed for CASF funding. • Assists in reviewing progress reports to assess satisfactory work completion, and in reviewing invoices and supporting documentation for payment requests to determine compliance with state requirements and reasonableness in relation to work performed. • Evaluates proposals (under direction of the supervisor or lead analyst) for CASF funding according to the criteria set and determines eligibility of applicants, investigates challenges to proposed projects, works with project applicants and challengers during the course of application review, and prepares draft resolutions for Commission approval of project funding. • Ensures the completeness of materials/documents submitted for CASF-funded payments/claims fulfill requirements of program guidelines, Commission decisions, and rules. 	

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	ESSENTIAL FUNCTIONS (continued)
25%	<p>In order to facilitate the monitoring of CASF-funded projects, provide information on the CASF program and broadband availability in the state, and maintain effective communication channels, the incumbent:</p> <ul style="list-style-type: none"> • Maintains CASF program data in master spreadsheets and databases, as directed by the Supervisor or lead analyst. • Tracks and analyzes revenues, expenditures, and project data for each CASF program account from monthly fiscal reports, quarterly project reports, etc., for purposes of the annual budgeting process, annual Legislative reports, briefings and responses to information requests, and CASF surcharge revisions if needed. Maintains the data for each CASF program account in pertinent spreadsheets and/or databases, analyzes the data in developing CASF program budget for specific Fiscal Years and the CASF annual report tables and charts, in collaboration with other analysts in the CASF Section. • Posts documents, maintains, and updates the CASF website as needed. • Maintains and organizes hard copy and/or electronic program records in the corresponding file cabinets and/or folders in the Commission file server. • Assists in updating records retention schedule for the CASF program area. • Maintains the CASF distribution list used for purposes of CASF resolutions, applications, and other communications as needed, and acts as the primary staff contact for those who would like to be included or opt out of the list.
20%	<p>In order to facilitate and improve the operating practices in the oversight of the CASF program, the incumbent:</p> <ul style="list-style-type: none"> • Researches and documents current operating practices, analyzes alternatives for efficacy, and provides recommendations for improvement, through narrative and graphical reports to communicate findings, issues, and recommendations. Specifically, this includes designing, developing and maintaining databases for project applications and approved projects for each CASF program area to facilitate program monitoring and assessment of grantee's compliance with CASF program rules and requirements. This also includes documenting internal processes and protocols associated with program administration and oversight such as processing of payment requests and review of quarterly reports for approved projects. • Prepares the payment request package and submits it to the Fiscal Office, when applicable. • Sends the corresponding payment letters and keeps up-to-date records of the payments in the CASF files (as directed by the supervisor or lead analyst).
15%	<p>In order to facilitate business services functions associated with implementation of the CASF program, the incumbent:</p> <ul style="list-style-type: none"> • Performs analytical and consultative duties related, but not limited to, contract requests, procurement of goods and services, records management, travel expense reimbursements, information technology, telecommunications, space management, and facilities requests. • Takes lead responsibility in organizing logistics for various site visits, meetings, conferences, webinars, etc., that the CASF team undertakes as part of program implementation -- solicits bids with the hotel venues (meeting rooms, food, audio/visual) and prepares the necessary procurement forms (e.g., ESSRs, Purchase Orders, etc.); assists in preparing hand-outs and other documents needed for the event; assembles the needed equipment and supplies for the event. • Reviews and processes the travel reimbursement requests. • Prepares contract requests particularly for audits of CASF grantees and projects, in coordination with

5%	other assigned staff.	
	<u>MARGINAL FUNCTIONS:</u>	
	Participates on “task force” teams dedicated to any Communications Division or interdivisional project or program.	
	<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i>	
	<p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental 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; and gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, acts as a team or conference leader; and appear before legislative and other committees.</p>	
<u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u>		
<ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for a business/government environment. 		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Anne O		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