

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE										
BRANCH/SECTION Broadband, Video and Market Branch, California Advanced Services Fund (CASF) Infrastructure and Market Analysis		CLASS TITLE Senior Telecommunications Engineer (Non-Supervisory)										
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco / Sacramento / Los Angeles										
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-3637-002										
<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>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: <u>ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</u></p> <p>Under the general direction of the Program and Project Supervisor, apply technical knowledge of telephony and broadband engineering to review applications and conduct on-site visits of California Advanced Services Fund (CASF) projects, determine compliance with standards and regulations, and recommend replacement, modification, or addition of utility facilities for adequacy of service in order to meet the goal of the CASF program. Will also conduct complex analyses to support recommendations regarding CASF program policies, guidelines, and operational changes as needed, and will be responsible for monitoring project status.</p>												
<p><u>ESSENTIAL FUNCTIONS</u></p> <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></p> <table border="1"> <tr> <td>30%</td> <td>Evaluates the technology, engineering design, project costs and feasibility of proposed broadband infrastructure buildouts for CASF Infrastructure, Public Housing and Line Extension Program installations. Recommends replacement, modification, or addition of utility facilities for adequacy of service in order to meet the goal of the CASF program. Manages and oversees projects from approval to completion, including monitoring of progress reports, reviewing payment requests, and ensuring compliance with CASF rules and guidelines.</td> </tr> <tr> <td>25%</td> <td>Conducts on-site visits of telecommunications and broadband facilities for CASF Infrastructure and CASF Public Housing grant awards to verify and validate final construction and review relevant reports/speed tests to confirm proper design/installation and compliance with CASF awards. Conducts speed tests and associated acceptance tests as required before final approval of payment.</td> </tr> <tr> <td>15%</td> <td>Prepares reports, memos, Resolutions and presentations regarding CASF applications and projects. Provides Administrative Law Judge with technical and programmatic information relevant to formal Rulemakings and Decisions as assigned.</td> </tr> <tr> <td>15%</td> <td>Serves as the lead for CASF teams by coordinating the work of other analysts/engineers in evaluating CASF project proposals, preparing resolutions recommending approval of CASF funding for these projects and Commission rulemakings and decisions including terms and conditions for such awards.</td> </tr> <tr> <td>10%</td> <td>Reviews and reconciles CASF program expenditures to ensure that reimbursements requested by grantees are in line with original budgeted amounts and meet the program requirements.</td> </tr> </table>			30%	Evaluates the technology, engineering design, project costs and feasibility of proposed broadband infrastructure buildouts for CASF Infrastructure, Public Housing and Line Extension Program installations. Recommends replacement, modification, or addition of utility facilities for adequacy of service in order to meet the goal of the CASF program. Manages and oversees projects from approval to completion, including monitoring of progress reports, reviewing payment requests, and ensuring compliance with CASF rules and guidelines.	25%	Conducts on-site visits of telecommunications and broadband facilities for CASF Infrastructure and CASF Public Housing grant awards to verify and validate final construction and review relevant reports/speed tests to confirm proper design/installation and compliance with CASF awards. Conducts speed tests and associated acceptance tests as required before final approval of payment.	15%	Prepares reports, memos, Resolutions and presentations regarding CASF applications and projects. Provides Administrative Law Judge with technical and programmatic information relevant to formal Rulemakings and Decisions as assigned.	15%	Serves as the lead for CASF teams by coordinating the work of other analysts/engineers in evaluating CASF project proposals, preparing resolutions recommending approval of CASF funding for these projects and Commission rulemakings and decisions including terms and conditions for such awards.	10%	Reviews and reconciles CASF program expenditures to ensure that reimbursements requested by grantees are in line with original budgeted amounts and meet the program requirements.
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5%	<u>MARGINAL FUNCTIONS</u> Other job-related work (e.g., providing technical engineering consulting service to other branches in the division and other divisions in the Commission regarding telecommunications and communications network) and participating in teams dedicated to Communications Division or interdivisional project or program.	
<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> <p>Knowledge of: Electronics theory; engineering mathematics; principles, practices, methods, terminology and trends in wire communication systems engineering and mobile and microwave radio communications engineering including the fields of radio frequency allocations, electromagnetic wave propagation, radio field strength measurements and tolerances; theory and operation of telephone, data telegraph and teletype systems; engineering economics; Federal Communications Commission rules and regulations; traffic handling procedures; California State Communications Law and the Federal Communications Act of 1934.</p> <p>Ability to: Perform radio and electronic research projects; prepare engineering reports and surveys; design; write specifications and make final engineering recommendations on various radio and wire communications systems; analyze technical data; establish and maintain cooperative relations with those contacted in the work; interpret and apply provisions of the California State Communications Act and the Federal Communications Act of 1934; apply knowledge of wire communications systems to the communications problems of State agencies; secure a valid second class or higher radio-telephone operator license issued by the Federal Communications Commission when such license is or will be necessary for performance of the assigned work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Work in an office setting, and outside in varying temperature and uneven ground when inspecting telephone company and service provider facilities, as assignments required. Ability to work in a facility environment where work area may be confined and may require accessing below-ground environments such as cable vaults or remote equipment huts. Occasional travel throughout the state of California to include evenings, overnight or several days at a time. • Travel may include remote locations requiring travel off paved roads. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Louise Fischer	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