

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Consumer Programs Branch/Administrative and Finance	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 Sacramento, San Francisco, Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-334-5393-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 Staff Services Manager I, the incumbent (AGPA) will support the Senate Bill 156 funding for infrastructure projects that will provide broadband access to no less than 98% of California households. The incumbent will work with other program staff to create tools for various reporting requirements required for grant recipients, track funding requests and transfer activities, assist program staff in the development and submission of monthly activity reports on new and ongoing projects, track program expenditures and project data; support the review and processing of project grant applications and payments; create outreach materials to promote the grant programs, develop tools and systems to support field activities in high need regions; research, document, analyze, and recommend alternatives to improve operating practices in the oversight of the 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>
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>In order to monitor and track grants and outreach efforts, the incumbent:</p> <ul style="list-style-type: none"> • Tracks and analyzes progress from outreach efforts, grants issued and ongoing infrastructure project status. • Monitors status of all program elements within the tracking systems. Maintains all program data in pertinent spreadsheets and/or databases, compiles data to assist the program's legislative and federal reporting requirements, Compiles data and program account information for public reports in collaboration with other analysts. • Reviews the budget, expenditures, and encumbrances and reconcile to state fiscal records and accounting systems. • Works with Budget Office and program supervisors to provide analysis and to resolve discrepancies.
30%	<p>In order to establish and administer the process for the various grant programs, the incumbent:</p> <ul style="list-style-type: none"> • Prepares, posts, and maintain program content on the website and for outreach events and training materials. • Evaluates funding requests according to the set criteria and determines eligibility of applicants, assists project applicants with required report and attestations and prepares draft resolutions for Commission approval of project funding.

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	<ul style="list-style-type: none"> 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. Prepares the payment request package and submits it to the Fiscal Office. Sends the corresponding payment letters and keeps up-to-date records of the payments in the program files (hard copy and electronic in the Commission file server). Processes resolutions for the program and within the Division
20%	<p>In order to facilitate and improve the operating practices in the oversight of the program, the incumbent:</p> <ul style="list-style-type: none"> Research 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 program area to facilitate program monitoring and assessment of grantee's compliance with 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 monthly reports for approved projects. Coordinates with other Communications Division staff and management, staff of the Legal Division and Commissioner Advisors, as well as with industry and other external stakeholders on program issues.
15%	<p>In order to facilitate business services functions associated with implementation of the 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 meetings, conferences, webinars, etc., that the program team undertakes as part of program implementation; assists in preparing hand-outs and other documents needed for the event; assembles the needed equipment and supplies for the event. Prepares contract requests particularly for audits of program grantees and projects, in coordination with other assigned staff.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other related work (e.g., providing consulting service to other branches in the division and other divisions in the Commission regarding oversight of government funded projects) and participating in teams dedicated to Communications Division or interdivisional project or program.</p>

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	<p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></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 including Microsoft Excel, Oracle databases, Adobe, and Microsoft Word, telecommunications equipment including Cisco WebEx, Internet and cloud-based document management systems, voicemail, email, etc. • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Staff located in Sacramento will need to travel to the San Francisco office to attend meetings and trainings. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Nelson Cortaz	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