

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Communications Division (CD)		EFFECTIVE DATE
BRANCH/SECTION Consumers Programs Branch/CTF		CLASS TITLE Public Utilities Regulatory Analyst III (PURA III)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class -
<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:</p> <p>The Communications Division Consumer Programs Branch (CPB) – California Teleconnect Fund (CTF) section administers the CTF program, one of the Commission 's six universal service telecommunications programs. The CTF focuses on assisting anchor institutions such as schools, libraries, community colleges, government health care facilities, and community-based organizations with financial access to advanced communications service by subsidizing those services, pursuant to Public Utilities Code §280.</p> <p>Under the supervision of the Program & Project Supervisor of the Communications Division 's Consumer Programs Branch – CTF section, the PURA III will perform analytical work related to the CTF program and administrative assignments related to carrier pricing of eligible services.</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>	

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	<p><u>ESSENTIAL FUNCTIONS:</u></p>
30%	<p>Review CTF Claims and Applications</p> <p>The PURA III shall independently review CTF claims filed by carriers seeking payment for CTF discounts provided to customers. The PURA III shall review these claims to ensure the forms are completed and adhere to CTF program rules. After the review, the PURA III will be responsible for assisting in creating and processing the necessary financial documents for payment by the CPUC Fiscal Office. The PURA III will also track and monitor budget and cash balances, preparing monthly finance reports for senior staff and the supervisor. This may require coordinating with the Fiscal Office to reconcile payment records. The PURA III will also assist in preparing and presenting this information at the quarterly CTF administrative committee meetings, to the CTF team, and management.</p> <p>The PURA III shall also independently review CTF applications submitted by interested non-profit organizations and determine their eligibility for the CTF program.</p>
20%	<p>Data Collection and Pricing Methodologies</p> <p>The PURA III independently develops data requests, collects, and analyzes pricing information from California telecommunications carriers. This includes survey development for CTF and non-CTF carriers, maintaining a price database, and creating reports. Simultaneously, the PURA III autonomously establishes pricing methodologies for CTF carriers, ensuring compliance through workshops and communication, and applies economic, financial, and policy techniques to complex regulatory issues.</p>
15%	<p>Grants Administration</p> <p>The PURA III shall be responsible for leading and assisting in grants related to the CTF program. This includes identifying potential grant opportunities, preparing grant resolutions, and ensuring compliance with grant requirements. The PURA III will collaborate with relevant stakeholders to maximize grant funding for CTF initiatives.</p>
15%	<p>Work on Numbering and 2-1-1</p> <p>The PURA III shall actively contribute to activities related to numbering and the 2-1-1 service. This involves numbering overlays, drafting resolutions and collaborating with relevant entities to ensure effective numbering allocation and participating in the development and enhancement of the 2-1-1 services.</p>
10%	<p>FCC Proceedings/Legislation</p> <p>The PURA III shall independently prepare economic, policy, and/or technical analyses and research to support and develop policies, rules, and guidelines for the CTF program and draft comments when necessary. The PURA III will also be required to prepare and review advice letter filings and assist in the preparation of rulings/decisions in CTF proceedings. Additionally, the PURA III will provide input on proposed rulemakings/orders of the Federal Communications Commission (FCC) and stay abreast of relevant legislation.</p>
5%	<p>Training and Professional Development</p> <p>The PURA III shall actively participate in the required training and professional development opportunities to stay current on industry best practices and regulatory changes. This includes attending workshops, seminars, and pursuing certifications relevant to the responsibilities of the position.</p>

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5%	<p>MARGINAL FUNCTIONS:</p> <ul style="list-style-type: none"> • Participate on "task force" teams dedicated to any Communications Division or interdivisional project or program. • Participate in and lead the Administrative Committee meeting including developing slides and presenting in the meeting. • Participate in outreach activities to reach more participants and carriers to bridge the digital divide, especially in underserved geographics. • Participate or assist in organizing conferences, meetings, or workshops on related communication subjects and perform other duties as required. <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of:</p> <p>Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations.</p> <p>Ability to:</p> <p>Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Proficiency with communications-related technologies, including personal computer applications such as spreadsheets and word processing software, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Work hours are Monday through Friday, and generally 8 A.M. to 5 P.M. unless alternative arrangements are agreed to by both the employee and the Communications Division management, and breaks are consistent with Bargaining Unit requirements, which may change.</p> <p>Reliability regarding attendance and completing jobs on time, with quality deliverables.</p> <p>Ability to lift 20 pounds.</p> <p>Some travel required</p>	
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