

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Broadband Regional Initiatives		CLASS TITLE Staff Services Manager II (Specialist)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento, San Fransisco, Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-334-4801-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>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</p> <p>Under the general direction of the Deputy Director in the California Public Utilities Commission (CPUC) Communications Division, the Staff Services Manager II (specialist) performs the most difficult program design and implementation, and sensitive technical work. This includes the most politically sensitive and complex engagements with statewide and agencywide impact with policymakers, federal agencies, California control agencies, and regulated entities. The position will exercise expert judgment in representing the agency externally in sensitive situations with limited direction.</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>	
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Represents agency with high-level external and internal stakeholders including state and federal Legislators, California agencies including the Department of Finance and Department of Technology, federal agencies such as the United States Treasury, regulated entities including multi-national Internet Service Providers, and Tribal governments. Works independently and exercises judgment in leading research, communications and presentations on politically sensitive topics of statewide import. Lead and facilitate program design and implementation around state and federal broadband programs and payment process. Provide strategic leadership around coordination, planning, monitoring, and execution of contracts, budgets, and program performance.</p>	
30%	<p>Plan, coordinate, oversee, and provide guidance on various agency-wide budget and contract functions for broadband. Particularly around collaboration between and among federal and state agencies, stakeholders, and CPUC executive leadership such as timely execution of projects, environmental permitting, and monitoring.</p>	
25%	<p>Identify, analyze, and evaluate pending or potential politically sensitive legislation and policies with statewide impact including policies around fire safety, Tribal engagement, and inter-agency coordination around broadband projects. Develop policies, budgets, processes, strategies and related responses. Assist in the implementation of such policy or process changes, using the principles of change management to ensure stakeholder acceptance and support. Identify, review, and analyze new or changing statewide policies related to Programs issues on behalf of the CPUC and communicate findings in writing or verbally before management. Provide technical assistance, advice, and consultation to agency management on a variety of the most complex and sensitive actions and makes recommendations based on sound program knowledge and technical expertise.</p>	

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10%	Track, analyze, and manage federal and state broadband legislation for the agency. Develop and drive policy development and coordination in broadband policy to coordinate and monitor and implementation and to enhance service delivery. Manage completion of complex projects with statewide import related to a variety of grant administration and monitoring activities as a project sponsor, lead, or team member. Establish project charters, establish, and prioritize tasks, report on status, ensure accuracy of information and meet established deadlines in support of the agency's mission.	
5%	<p><u>MARGINAL FUNCTIONS:</u> Perform other job-related duties with statewide impact, related to critical initiatives, and requiring expert-level input as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u> Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</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, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel may be required to include overnight, weekends, evenings or several days at a time. • The work environment is fast paced, can be demanding and/or stressful, and requires the incumbent to be flexible, use good time management practices, and effectively identify priorities to complete assignments timely. • May require periodic work during non-standard hours and during weekends to meet workload needs and program deadlines. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Michael Minkus		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
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