

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Safety Policy Division		EFFECTIVE DATE
BRANCH/SECTION Risk Assessment and Safety Analytics Section		CLASS TITLE Public Utilities Regulatory Analyst V
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento, San Francisco, or Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-150-4616-003
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.		
Under direction of a Program & Project Supervisor, the analyst is responsible for analyzing, researching, developing, and proposing policy and technical proposals in support of Safety Policy Division's strategic planning, programs, proceedings, and policies in the areas of Risk Assessment and Safety Analytics. Areas of emphasis involve utility risk assessment, policy development, workshop facilitation, and liaison duties with internal and external stakeholders. Incumbents may exercise lead responsibility over several professional subordinates and may conduct workshops on the most difficult issues or direct large major studies or regulatory programs of the highest scope and complexity.		
% 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>	
40	<u>ESSENTIAL FUNCTIONS:</u> Conduct policy and technical research and analysis at a broad and advanced level, incorporating data analysis of safety policy issues, including but not limited to wildfire risk mitigation, investment in and management of aging electric and natural gas infrastructure, safety issues associated with reliability, and climate change adaptation. Research, analyze, develop, and propose policies, regulations, and implementation tools to the Commission. May exercise lead responsibility over several professional subordinates.	
30	Provide expert consultation to the Commissioners and top management regarding multi-year programs that draw on analysis of safety incidents, Commission safety investigations, safety performance metrics, wildfire safety data, and other sources to inform and provide ongoing oversight and regulation of utilities. Innovate, adjust, and develop programs to consider changing safety risks and needs. Implement program evaluation tools, including metrics and reporting mechanisms to provide the Commission with information on utility safety progress using data, data analysis, interpretation, and dashboards.	
15	Assist with CPUC policy, regulatory and management issues to support Commission decision-making processes. Prepare correspondence, reports, and surveys, present relevant data. Work with and manage outside consultant contracts. Provide technical support in formal proceedings before the Commission, prepare briefings, perform policy research, and prepare or contribute to decision drafts for Commissioners and their advisors.	
10	Coordinate and conduct workshops and working group meetings with a wide variety of industry stakeholders; may occasionally represent the Commission before various public agencies and provide presentations to management, industry groups, government representatives and the media.	
5	<u>MARGINAL FUNCTIONS:</u> Provide support for inter-divisional activities to represent Safety Division in carrying out the Commission's safety and reliability responsibilities. Perform other work-related duties as required.	

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KNOWLEDGE AND ABILITIES [From Class Specs]**Knowledge of:**

Risk Assessment principles, trends and issues pertaining to public utilities and public utility regulation; principles of program evaluation and planning; principles and concepts of economics, econometrics, and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.

Ability to:

Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; consult with and advise Commissioners top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; occasionally serves as a team leader to technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.

- May be required to move large objects from one location to another and lift 10-20 pounds.
- Must be able to sit and/or stand for long duration.
- Occasional travel to include same day, evenings, overnight, weekends or several days at a time.
Travel to include long distances.
- May be required to work unusual hours.
- Ability to rent or drive a personal or state-owned vehicle.

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