

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

<b>DIVISION</b> Public Advocates Office	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Safety   Financial Impacts	<b>CLASS TITLE</b> Senior Utilities Engineer (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento, or Los Angeles
<b>INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-257-3510-004
<p><b>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!</b></p>	
<p><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b></p> <p>Public Advocates Office ("the organization") represents residential and small business ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums). These proceedings and processes set rates, rules, policies, and regulations.</p> <p>The Senior Utilities Engineer (Sr.UE) will conduct high level, complex engineering duties within the Public Advocates Office. The Sr. UE will be assigned duties and responsibilities commensurate with his/her background, knowledge, skills, and experience.</p> <p>Under general direction of the Program and Project Supervisor in the "Financial Impacts" Section of the "Safety" Branch, the Sr. UE will perform a wide variety of specialized and complex engineering assignments in connection with utility gas, electric safety, telecommunications, water utilities operations and supplies, infrastructure projects, transmission planning, cyber security, smart grid, electric vehicles, distribution planning, general rate case proceedings, and perform other related work in economic and policy analysis.</p>	
<b>% of time performing Monthly duties</b>	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. (Use additional sheet if necessary)
40%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>Conduct high level, complex engineering analysis on technical and policy issues as well as serve as project lead, and expert witness.</li> <li>Prepare environmental impact reports, feasibility reports, and cost-effectiveness analysis to determine project efficacy.</li> <li>Provide high level technical engineering expertise to project coordinators and assigned staff in other resource-related proceedings.</li> <li>Provide testimony, reports, protests, memoranda, comments, and briefs and presents testimony in formal Commission proceedings as an expert witness.</li> </ul>
35%	<ul style="list-style-type: none"> <li>Work and coordinate with other lead analysts and legal counsel to provide expert technical engineering support and produce timely testimonies and reports.</li> <li>Participate as an expert technical engineer consultant to the Branch's team.</li> <li>Represent the Branch and the organization in conferences, workshops, or other forums where the Public Advocates Office are a formal party or participant, and coordinate with senior division staff to communicate with decision-makers.</li> <li>Provide high level and complex technical, economic and policy analysis and recommendations to management involving a variety of regulatory issues related to utility gas, electric safety, telecommunications, water utilities operations and supplies, infrastructure projects, transmission planning, cyber security, smart grid, electric vehicles, distribution planning, general rate case proceedings, and perform other related work in economic and policy analysis, and other assigned projects to meet State energy goals.</li> </ul>
20%	<ul style="list-style-type: none"> <li>Travel and attend field investigations, meetings, workshops and trainings.</li> <li>Apply visual representation techniques when necessary.</li> <li>The incumbent may be assigned work in other areas and branches of the organization, as directed.</li> </ul>

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Perform other job-related duties and assignments as required to support the efforts of Public Advocates Office.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <p><b>Knowledge of:</b> California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.</p> <p><b>Ability to:</b> Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a lead person; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b><u>SPECIAL REQUIREMENTS:</u></b></p> <ul style="list-style-type: none"> <li>Work independently under short time constraints.</li> <li>Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.</li> <li>Effectively relate to all staff levels and work as a member of a team.</li> <li>Able to perform effectively in a highly complex, open, and transparent public setting.</li> <li>Communication, written, oral and interpersonal skills, analytics, and attention to detail.</li> <li>Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.</li> <li>Proficient in other Software – Power Flow, Stata, SPSS, MatLab, Tableau, and/or ArcGIS.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>Open, and transparent public setting.</li> <li>Variable office temperature.</li> <li>Able to lift at least 25 pounds.</li> <li>Long periods of sitting while traveling and attending workshops.</li> <li>Travel outdoors during summer and winter environments.</li> <li>Occasional travel to include evenings, weekend or several days at a time.</li> </ul> <p><b><u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u></b></p> <ul style="list-style-type: none"> <li>Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>Maintain consistent attendance.</li> <li>Demonstrate punctuality, initiative, and dependability.</li> <li>Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.</li> <li>Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.</li> <li>Contribute to continuous improvement and a positive, high performing work environment.</li> <li>Able to work full-time.</li> </ul>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>	
SUPERVISOR'S NAME (Print)	<div>SUPERVISOR'S SIGNATURE</div> <div>DATE</div>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>	
<p>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.</p>	
EMPLOYEE'S NAME (Print)	<div>EMPLOYEE'S SIGNATURE</div> <div>DATE</div>