

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES**

DIVISION Executive		EFFECTIVE DATE
BRANCH/SECTION Commissioner Houck's Office		CLASS TITLE CEA A – Advisor to a Commissioner
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-422-7500-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 the Commissioner and Chief of Staff, this position will have broad responsibility for policy formulation and recommendations that directly relate to the Commission's regulatory program, as well as advancing the policy objectives of the office. The CEA may also have responsibility for coordinating the work of the administrative staff and other advisors in the office, at the direction of the Chief of Staff. The CEA will advise the Commissioner in handling matters related to energy, telecommunications, water and/or transportation utilities and general Commission policy, governance, modernization, and administration. At the direction of the Commissioner, serve in the role of the Chief of Staff as needed. The CEA will handle meetings, correspondence, speechwriting, case management, and agenda matters on behalf of the Commissioner, with a high degree of responsibility.		
% 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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50%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Incumbent serves as a policy advisor performing major research and undertakes analysis related to the regulation of energy, telecommunications, water and transportation utilities and related topics under the Commission's jurisdiction for proceedings. This work includes (1) the economic and financial analysis of utilities, including rate design, pricing issues, market and competition issues for those utilities engaged in competitive services, rate of return and company financial status, the safety of utility operations and facilities and analysis of the need for infrastructure investment, service quality and the broader policy implications of Commission actions; (2) analysis of utility energy purchasing practices and policies, especially in reference to the loading order, the Integrated Resources Plan and the energy utilities' procurement filings; (3) consideration of utility proposals concerning facilities, including issues of need, cost-effectiveness, alternatives, ratemaking treatment, service and safety; (4) analysis of transportation safety rules and regulations; (5) analysis of water regulation, including, among others, regulatory structure and utility general rate cases, execution of Water Action Plan, and water utility consolidation; (6) telecommunications matters including the regulatory setting, economic, low income programs, financial and policy framework for telecommunications and related technologies and services subject to the Commission's jurisdiction; and, (7) analysis of the procedural aspects of Commission proceedings.</p> <p>This work on Commissioner Houck's proceedings will require consideration of the implications of applicable pending and existing state and federal laws and regulations on Commission action. The incumbent will critique and redraft pending orders, draft letters in response to inquiries and public comments, develop and write speeches, brief other agencies concerning pending issues, and attend meetings and conferences on behalf of the Commissioner.</p>
45%	<p>The CEA will review, analyze, and assign agenda items (proposed decisions and resolutions) and draft briefing documents for all Commission meetings including additional briefing documents for Rate setting Deliberative Meetings (RDMs), talking points, and PowerPoint slides on the regulation of energy, telecommunications, water, and transportation utilities. Conduct oral and written briefings for the Commissioner, working independently to review comments, pose inquiries to staff at all levels and professional experiences and participate in ex parte meetings as needed for all agenda items. All agenda items will require the consideration of the implications of applicable pending and existing state and federal laws on Commission action.</p> <p>The CEA will support the Chief of Staff in coordinating and supervising the responsibilities and duties of administrative staff and advisors and at the direction of the Commissioner, and as appropriate serve in the role of the Chief of Staff, when needed. The CEA will also support the Chief of Staff in all matters at the direction of the Commissioner.</p>

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Perform other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:</p> <p>Knowledge of: The organization and functions of California State Government and including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's equal employment opportunity program objectives; and a manager's role in the equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p>Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p>These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):</p> <p>CEA A - Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> Proficiency with technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. Dress appropriately for a business/government environment. Travel is required, mostly within California, and may require overnight stay. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Darcie L. Houck	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