

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety Policy Division		EFFECTIVE DATE
BRANCH/SECTION Risk Assessment and Safety Analytics Section		CLASS TITLE Senior Utilities Engineer (Specialist)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento or Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-150-3510-002
<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: Under the direction of a Program & Project Supervisor, the engineer is responsible for analyzing, researching, developing, and proposing policy and technical proposals in support of the 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. Incumbent will also examine Commission enforcement plans and procedures and recommend adjustments as necessary.</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>	
40%	<p><u>ESSENTIAL FUNCTIONS:</u> Review and analyze safety and reliability measures for CPUC-regulated utilities to ensure safe delivery of utility services and safety accountability, using engineering perspectives and methodologies. Lead, develop, and document advanced analytical and technical assignments to support safety policy decision-making as part of the CPUC's regulation of utilities. Advise and confer with Commissioners, administrative law judges, advisors, other divisions, and division management concerning the safety matters within CPUC proceedings, such as General Rate Cases, risk assessment and risk mitigation proceedings, compliance filings, and safety incident investigations. Review relevant filings, testimony, exhibits, workpapers, advice letters, and other documents. Serve as the division's expert in an assigned subdiscipline of the engineering field.</p>	
35%	<p>Evaluate and make recommendations regarding multi-year programs that draw on analysis of safety incidents, CPUC safety investigations, safety performance metrics, wildfire safety data, and other sources to inform and provide ongoing oversight and regulation of utilities. Create, develop, and streamline 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.</p>	
15%	<p>Advise on CPUC policy, regulatory, and management issues to support CPUC decision-making processes. Prepare correspondence, reports, and surveys, and 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.</p>	
5%	<p>Coordinate and conduct workshops and working group meetings with a wide variety of industry stakeholders; may occasionally represent the CPUC before various public agencies and provide presentations to management, industry groups, government representatives, and the media.</p>	
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Provide support for inter-divisional activities to represent the 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:**

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.

Ability to:

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.

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.
- May be required to work unusual hours.
- Ability to 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)

Fred Hanes

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