

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION



DIVISION Communications Division (CD)	EFFECTIVE DATE
BRANCH/SECTION Broadband, Video & Market Branch/Franchising and Analyzing Broadband Section	CLASS TITLE Public Utilities Regulatory Analyst (PURA) V
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-4616-001
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 a Program & Project Supervisor, the PURA V has the responsibility over issues related to the Communications Division's development and implementation of laws, requirements, policies, processes, and programs. The PURA V will be part of a multi-person team that promotes broadband and video equity to connect unserved Californians using innovative ideas, handles contracts with several vendors or contractors, supports decision-makers in proceedings, and evaluates the availability, reliability, and quality of broadband, phone, and video services. The team is part of a branch in the Communications Division that facilitates the deployment and adoption of broadband and video services.	
% 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%	<u>ESSENTIAL FUNCTIONS:</u> Perform contract management duties regarding contractors' responsibilities. Tasks related to this purpose include but are not limited to: <ul style="list-style-type: none"> • Monitor contractors' progress with the contract's scope of work. • Make sure contractors meet timely goals and deliverables. • Draft documents such as contracts, contractor performance evaluations, project schedules, meeting agendas, formal and informal correspondence, reports, presentations, talking points, comments, and budget change proposals for use and/or dissemination to colleagues, state and federal legislators, contractors, other government agencies, the Commission, and/or the public. • Facilitate completion of contractors' scope of work.
20%	Support enforcement efforts as part of the agency's statutory obligation to implement statutes. Tasks related to this purpose include but are not limited to: <ul style="list-style-type: none"> • Collaborate with colleagues from executive management, other divisions, and attorneys and administrative law judges. • Draft and send data requests to the relevant companies. Research, analyze, and summarize the responses to these data requests. • Research and summarize applicable local, state, and federal rules, laws, and processes to advise management of possible options. • Advise decision-makers and management of recommendations supported by rationale and research-based data and analyses. • Lead and conduct proceeding support, research, and analyses to support Commission proceedings. • Research and document federal and state merger commitments.

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30%	<p>Collect, research analyze, and demonstrate information regarding broadband, video, and phone services on topics such as consumer choice, universal service, regulatory effectiveness, infrastructure resiliency requirements, disaster mitigation, and consumer service standards/requirements to produce policies, processes, reports and visual aids. Tasks related to this purpose include but are not limited to:</p> <ul style="list-style-type: none"> • Solicit, collect, and analyze stakeholder input. • Identify and evaluate options for policy development and implementation (and their associated resource needs and constraints). • Consult with colleagues on information and data obtained from the research and analyses and technical application of data analyses. • Plan, implement, coordinate, and participate in workshops, public participation hearings, evidentiary hearings, and other events. • Develop and deliver briefings and presentations to Commissioners' offices, Commission management, the public, and external stakeholders. • Collaborate with colleagues (e.g., Commission's Public Advisor's Office, News & Outreach Office, Consumer Affairs Branch, and Office of Governmental Affairs) about regulation efforts and public engagement. • Plan, organize, and collaborate with colleagues and contractors using complex research methods and techniques including Geographic Information System, Microsoft Excel, Tableau, and other data and statistical analysis tools. • Provide linkages between different geographic areas, including those of the United States Census, utility and franchise holder service territory boundaries, metropolitan areas, and other political subdivisions in assessing deployment, adoption, and quality of services and infrastructure. • Research, analyze, and report data related to deployment, adoption, and quality broadband, video, and phone services. • Evaluate applications to deploy and build infrastructure for broadband, video, and/or phone services. • Perform a broad range of analyses (e.g., economic, financial, and policy) and technical and analytical research (i.e., the study and interpretation of theory, application of theory to public utilities and transportation regulation and qualitative/quantitative evaluation of the extent to which a theory correctly characterizes real situations) work as well as consultative and advisory services in the areas of economic, finance and policy.
15%	<p>Respond to legislative inquiries and proposed legislation related to the agency's implementation of broadband and video equity. Tasks related to this purpose include but are not limited to:</p> <ul style="list-style-type: none"> • Research and summarize applicable local, state, and federal rules, laws, and processes to advise management of possible responses. Draft responses consistent with management's direction. • Suggest changes to proposed legislation.
5%	<p>MARGINAL FUNCTIONS:</p> <p>Performs other work-related duties, as required.</p>

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**KNOWLEDGE AND ABILITIES [From Class Specs]**

Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; 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; testify as a subject-matter expert; 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; serve as a team leader to analyze the more 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.
- Occasional travel throughout the state of California to include evenings, weekends, overnight, or several days at a time.
- Ability to work in a standard office setting to include work in close proximity to co-workers.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

Michaela Pangilinan

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