

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

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| DIVISION Safety and Enforcement Division | | EFFECTIVE DATE |
| BRANCH/SECTION Electric Safety and Reliability Branch/Generation & Energy Storage Section - South | | CLASS TITLE Program and Project Supervisor |
| WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m. | | PHYSICAL WORK LOCATION Los Angeles |
| INCUMBENT (If known) | | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-439-3504-XXX |
| <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 essential. 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:</p> <p>Under the general direction of the Program Manager, the Program and Project Supervisor (PPS) is responsible for planning, organizing, and directing the activities of the staff in the Southern California region. This includes supervising a section of Senior Utilities Engineer- Supervisor, Senior Utilities Engineer- Specialists, and analysts in developing and enforcing the Commission's safety regulations for electric generating and energy storage facilities. The PPS directly manages staff at the Senior Utilities Engineer – Specialists and Senior Utilities Engineer – Supervisor levels but is also responsible for the overall performance of the section. The PPS is responsible for compliance and enforcement activities pertaining to General Order 167-C, and the Public Utilities Code.</p> | | |
| % of time performing duties | <p>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></p> | |
| | <p><u>ESSENTIAL FUNCTIONS:</u></p> | |
| 25% | <p>Assign and review electric generating and energy storage system facility inspection, audit, and investigation reports. Establish project timelines and evaluate work quality. Provide performance, training, mentoring and coaching appropriate disciplinary actions if needed. Guide staff on management expectations, priorities, procedures, goals, and key action items. Participate in the hiring process. Lead and participate in conflict resolution when needed in personnel matters, settlement discussions, alternative dispute resolution processes, and enforcement actions.</p> | |
| 20% | <p>Direct and oversee major generation and energy storage infrastructure investigations, audits and inspections, lead work on contentious or emergency issues. Provide expert guidance on safety issues pertaining to power plants and energy storage facility infrastructure; recommend policies or changes to regulations and general more targeted oversight and enforcement by SED. Develop/maintain in-depth knowledge of regulated entities and top issues. Work with Program Manager to determine appropriate enforcement actions for violations found during routine audits and investigations.</p> | |
| 15% | <p>Perform administrative functions including tracking Section performance and expenditures, preparing budget proposals for training, travel and equipment, documenting processes and procedures, and managing vendor contracts. Work closely with the Program Manager on branch related issues of concern including staffing challenges and deviations from plans in order to devise appropriate course of action.</p> | |
| 15% | <p>Plan and organize summer reliability outage monitoring schedule and activities; analyze summer reliability readiness actions and plans and review weekly outage reports. Prepare and/or review correspondence, reports, briefs, presentations, and other external communication materials on electric safety and reliability related matters, utility performance issues and other issues of concern as they relate to the mission of the branch. Respond to the more difficult inquiries from the public, including customer complaints and whistleblower complaints. Participate in public hearings and workshops as a subject matter expert, facilitator, staff representative or witness.</p> | |

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| 10% | Support the planning, setting, and implementation of Division and programmatic goals, objectives, priorities, and measurements for success. Identify, plan, and ensure continuous improvement or the analysis, work product, and process employed in addressing issues pertaining to the Electric Safety and Reliability Branch, Generation and Energy Storage Section, South. |
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| 10% | <p>Engage with external stakeholders and industry representatives; represent the Commission in interactions with other agencies, on national committees, and at seminars and meetings on issues related to safety and reliability of electric generating facilities and energy storage systems.</p> <p><u>MARGINAL FUNCTIONS:</u></p> |
| 5% | <p>Performs other work-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.</p> <p>Ability to: Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communication-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Ability to travel, including multi-day and/or overnight trips, to drive over 100 miles, and on occasion to work unusual hours. • A valid California issued Class C Drivers License is required. Position subject to DMV Pull Notification. • Ability to handle stressful situations, including working on a site of a major safety incident. • Ability to walk long distances over rough terrain in the field, climb stairs and in and out of underground structures, work in confined areas containing energized facilities, work at heights, work outside during abnormal or extreme weather conditions. • Possession of a valid California Professional Engineer License is required. |

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| SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i> | | |
| SUPERVISOR'S NAME (Print) Eric Wu | SUPERVISOR'S SIGNATURE | DATE |

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| 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. |

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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