

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Consumer Protection and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Utilities Enforcement Branch/Energy, CEQA Fraud Section		CLASS TITLE Public Utilities Regulatory Analyst V (PURA V)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-165-4616-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 general direction of the Program and Project Supervisor (PPS) of the Utility Enforcement Branch (UEB), the Public Utilities Regulatory Analyst V (PURA V) performs research, analysis, and investigation of the most complex economic, financial and policy issues pertaining to stationary utilities (communications and energy companies) with respect to consumer protection enforcement issues.		
% 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>	
35%	<u>ESSENTIAL FUNCTIONS:</u> Enforcement Litigation: The PURA V investigates alleged violations of the Public Utilities Code, the Penal Code, the California Business and Professions Code, Commission regulations and other federal, state, and local laws. PURA V works with assigned Pub. Util. Counsel and outside prosecuting agencies to prepare and litigate high profile cases. Research and investigation conducted typically includes analysis of consumer complaints and complaint trends, quantification of the extent of violations and the impact on the public, and research of Commission rules and decisions and utility tariffs relevant to complaints with the objective of recommending possible action by CPED and/or the Commission. The PURA V will implement citation programs and enforcement mechanisms adopted by the Commission. The PURA V gathers and analyzes evidence, interviews witnesses, prepares expert testimony and reports, testifies in hearings, and works with Counsel to develop litigation strategies and to draft and/or review post-hearing briefs.	
35%	Policy Analysis: The PURA V develops and implements major studies or programs having statewide or industry-wide implications on such matters as inter-relationships between regulatory requirements and economic incentives, competitive fairness and marketplace structures, and the degree to which compliance failures adversely affect market fairness and/or consumers. This may include proposing enforcement mechanisms to enforce consumer protection measures established by the Commission decisions, developing and drafting citation programs for the Commission's approval. The PURA V's work will usually have a broad scope and may involve a major discipline or a number of regulatory disciplines. The PURA V analyzes the most complex regulatory issues and develops original and innovative approaches that have major policy implications. He or she conducts and/or leads studies using a variety of theoretical and analytical approaches to develop creative solutions to resolve enforcement issues. The PURA V performs and/or leads a team that performs the most complex interdisciplinary analysis on consumer and industry behavior by using applicable theories and methods of economics, public policy and/or finance to identify, analyze and evaluate emerging issues. Recommendations will typically determine broad policy or analytic frameworks for future programs, procedures or processes. In matters requiring originality involving the most advanced techniques or concepts or on the wider scope and complexity, the PURA V may testify in support of policy, advise management and Commissioners, appear at full panel hearings, prepare major policy reports, lead workshops, represent the Commission before other state agencies and the Legislature and assist in drafting formal Commission decisions and orders.	

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15%	Consulting and Outreach: The PURA V advises and consults with Commissioners and management; meets with public interest groups, various governmental agencies, industry representatives, members of the Legislature; leads workshops; testifies in formal proceedings on results of completed studies; and provides draft bill analyses on proposed legislations that impact consumer protection. Along with the PPS and the Program Manager, the PURA V contributes to the ongoing development of educational material regarding the Branch's enforcement program.	
10%	Industry Monitoring: The PURA V attends training, industry and consumer protection meetings to keep apprised of business practices and trends in the communications and energy industries and utilizes that knowledge to assist the Branch in reviewing and updating enforcement practices.	
5%	MARGINAL FUNCTIONS: Project Management: The PURA V assigns and reviews work, and monitors work schedules to ensure deadlines are met. The PURA V also performs other related duties as required.	
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.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Ke Hao Ouyang		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