

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Consumer Protection and Enforcement Division (CPED)		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Transportation Enforcement Branch (TEB)		<b>CLASS TITLE</b> Program and Project Supervisor (PPS)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> SF, LA, or SAC
<b>INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-166-3504-001
<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><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b>          Under the general direction of the Program Manager of the Transportation Enforcement Branch (TEB), the PPS will lead the Field Enforcement Unit (FEU). The PPS will supervise staff and implement the TEB Operational Plan and ensure staff follow TEB procedures. Major work streams include leading the Safety Assurance enforcement functions of the branch to assure compliance of the regulated transportation entities with the PU Code and CPUC's General Orders. Required Travel may account for up to 40% of the work week on average</p>		
<b>% of time performing duties</b>	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>	
	<b><u>ESSENTIAL FUNCTIONS:</u></b>	
35%	Plans, organizes, directs and implements the statewide field activities of the FEU. Supervises FEU staff and leads branch wide special projects as assigned. Responsible for ensuring quality assurance in FEU work products (data requests, memos, investigative reports, management reports, presentations and CPUC proceeding documents) for use in Citations, Order Instituting Investigations, Administrative Enforcement Orders, Administrative Consent Orders, etc. Ensures compliance with the Public Utility Code and CPUC General Orders. Analyzes operational data and tracks metrics which are utilized by management to monitor program performance and serve as the indicator for any operational adjustments. Utilizes TEB's risk assessment methodology to track and monitor trends in the passenger transportation industry and recommends program adjustments when informed by the metrics.	
35%	Plans, organizes, and directs the monthly field inspection activities of the FEU and serves as the management liaison to the California Highway Patrol (CHP) Divisions. Plans monthly TEB operations with law enforcement at high transportation demand events such as sporting events, tourist areas, casinos, transportation hubs, etc. Prepares the Field Operational Plan and After-Action Report. Records and analyzes field operational data and assembles management reports. Attends and supervises FEU field activities on site.	
15%	Provide performance management, training, and coaching for staff development, and prepare appropriate disciplinary actions if needed. Guide staff on management expectations, priorities, procedures, goals, and critical 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. Continually Develops staff with a working knowledge of State transportation statutes, Commission General Orders, Commission Decisions, the Public Utilities Code, and the CPUC's Rules of Practice and Procedure.	

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

10%	Assists the Program Manager in a variety of duties, including but not limited to, preparing budgetary analysis/requests, legislative analysis, leading strategic planning efforts, public hearings, and attending meetings and conferences. May lead division wide projects, or collateral functions as assigned.	
5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Performs other job-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> [From SPB Class Specification]</p> <p><b>Knowledge of:</b> 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 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><b>Ability to:</b> 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><b><u>WORK ENVIRONMENT. PHYSICAL OR MENTAL CAPABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with computer software for business applications, Word, Excel, PowerPoint, Outlook, etc.</li> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Requires frequent travel (up to 40%) including overnight travel within the state of California to include nights, weekends or several days at a time.</li> <li>• Required to wear proper safety gear, such as hard hat, safety vest, safety glasses, and appropriate footwear</li> </ul>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print) Kenneth Bruno		SUPERVISOR'S SIGNATURE  DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
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