

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Energy		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Electric Costs and Retail Choice / Electric General Rate Case Section		<b>CLASS TITLE</b> Senior Utilities Engineer (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento or Los Angeles
<b>INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-322-3510-003
<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 a Program and Project Supervisor, the incumbent performs complex policy and analytical work on electric ratemaking and tariff implementation related to General Rate Cases (GRCs), Electric Resource Recovery Accounts (ERRAs), and nuclear decommissioning. Acts as a technical lead or expert, participates as a team member on a major long-term project or program. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.</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>	
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Research issues and conduct technical and policy analyses to provide advisory support to Commission decision-makers on electric general rate case (GRC) proceedings that examine utility capital expenditure and annual operating costs requests. Act as the team lead and project coordinator of these GRCs, which entails managing the case, determining resource needs, setting milestones, tracking interim work products, ensuring quality control, and directing staff to meet assignment expectations. Prepare written summaries and oral briefings of issues and recommendations for Energy Division (ED) management, Administrative Law Judges (ALJ), and commissioners' offices based on the merits of the parties' proposals and the supporting evidence presented in the case. Help the ALJs with scoping memos and issues research to advise on schedule and scope of the proceeding. Attend pre-hearing conferences and hearings to stay on top of issues. Draft parts of proposed decisions to provide analytical and subject matter expertise on topics. Develop and review proposals for authorized revenue requirement related to utilities' costs of service to support scenarios for the ALJ's proposed decision and any alternate decision. Run results of operations (RO) models for the ALJs to incorporate adjustments made in the decisions, and prepare summary of earnings tables for the decision appendices. Prepare comparison sheets and tables on what was requested, denied or adopted for Energy Division management or Commissioner briefings to summarize and explain the voluminous decisions. Help with alternate proposed decisions for Commissioners who desire a different outcome. Maintain and oversee assigned priorities in order to notify management of necessary changes to high priority tasks to meet operational requirements. Prepare fact sheets and one-pagers of application and decisions for public meetings and press releases.</p>	
30%	<p>Review for compliance with prior Commission orders and recommend approval or denial of advice letters related to utility requests for cost recovery. As needed and appropriate, prepare non-standard disposition letters or resolutions and coordinate with Energy Division management and commissioners' offices to incorporate their input and approval. Run workshops such as those required in the Commission's Revised Rate Case Plan for Energy Utilities' decision (D.20-01-002), or others ordered by the Commission following the Energy Division's workshop guide.</p>	
20%	<p>Work on special projects, including providing feedback on proposed legislative bills, oversee implementation of programs that result from these CPUC and legislative processes, writing and presenting reports, coordinating with other California agencies (e.g. the California Energy Commission, the California Air Resources Board, California Independent System Operation), and responding to outside inquiries</p>	

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Other related job duties as required.</li> <li>• Coordinates with analysts in other sections or branches on related issues.</li> <li>• To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.</li> <li>• Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.</li> <li>• Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.</li> </ul>		
SUPERVISOR'S NAME (Print) Jenny Au		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></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

STATE OF CALIFORNIA

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