

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications		EFFECTIVE DATE
BRANCH/SECTION Broadband Equity, Access, and Deployment (BEAD)		CLASS TITLE Staff Service Analyst (SSA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento, San Francisco, Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-334-5157-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 the direction of Staff Services Manager I, the SSA will perform analytical and administrative duties in support of the BEAD Branch. The SSA will serve as a liaison for the Division in the areas of Human Resources (HR), timekeeping, and other operational functions.		
% 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. (Use additional sheet if necessary)	
35%	ESSENTIAL FUNCTIONS: Provide program status reports and updates to management and to other state and federal agency representatives. Develop innovative approaches, methodologies, and frameworks that can serve as a new standard or best practice for future projects by incorporating lessons learned from initial grant experience and through collaboration with other caseworkers' experience in other regions. Create and maintain a tracking system, of existing, developing, and potential grants for broadband infrastructure projects in collaboration with other caseworkers to meet timely reporting of internal and external deadlines. Research and documents current operating practices, analyzes alternatives for efficacy, and provides recommendations for improvement, through narrative and graphical reports to communicate findings, issues, and recommendations. Specifically, this includes designing, developing, and maintaining databases for project applications and approved projects for each program area to facilitate program monitoring and assessment of grantee's compliance with program rules and requirements. This also includes documenting internal processes and protocols associated with program administration and oversight such as processing of payment requests and review of monthly reports for approved projects.	
25%	Coordinates with other Communications Division staff and management, staff of the Legal Division and Commissioner Advisors, as well as with industry and other external stakeholders on program issues.	
20%	Time Keeping Organize, process, and track administrative timekeeping information for the Broadband Equity, Access, and Deployment Branch. Track daily staff absences and monitor leave balances.	
15%	Resolutions Processing Process and publish Communications Divisions resolutions; Maintain resolution files and systems; Send/e-mail communications to distribution and service lists.	
5%	Coordination Attend monthly HR liaison meetings to maintain knowledge and awareness of all HR process and procedures to disseminate information to management and staff.	

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Assist Division management with scheduling and coordination of collaboration meetings, interviews, etc.

MARGINAL FUNCTIONS:

Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel that may include overnight, weekends and several days at a time.

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

SUPERVISOR'S NAME (Print)

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

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Communications Division (CD)		EFFECTIVE DATE	
BRANCH/SECTION BEAD, Engagement & Operations Section		CLASS TITLE Associate Governmental Program Analyst (AGPA)	
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) 680-334-5393-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 the direction of Staff Services Manager I, the AGPA will work with policy and technical BEAD team members to prepare and deliver to CPUC Executives, Commissioners, Legislators and stakeholders regarding the implementation of the BEAD program. Additionally, activities include updating website content, responding to information inquiries and grant management.			
% of time performing monthly 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>		
	<u>ESSENTIAL FUNCTIONS:</u>		
30%	Collaborate with policy and technical staff to develop presentation materials, including information sheets, reports, and presentations to relay information about the grant process and status of BEAD infrastructure projects on a regional or statewide basis. Independently or as part of a team, conduct outreach efforts, through public in-person and virtual meetings, by presenting information about broadband programs to government entities, businesses, non-profits, the public and service providers.		
20%	Facilitate the development and distribution of email blasts, social media content, and posts, and make updates to the CPUC BEAD website. Coordinate with BEAD Management and Communications Office to align communication documents, briefing materials, reports, and webpages in accordance with Department standards.		
20%	Independently, or with minimal direction, reviews, analyzes, processes, and prepares complex responses to a variety of correspondence, documents, technical reports, and forms pertaining to the BEAD Implementation Grant Program, and other related federal and state laws. These include applications for grant funding; financial and administrative grant documents; requests for reimbursement; quarterly reports; final inspection reports; fiscal reports; and a wide variety of written and telephone inquiries into application, program, eligibility, and funding status. Reviews these documents to ensure compliance with applicable federal and state laws, regulations, policies, procedures, and program guidelines. Independently processes these documents.		
15%	Analyze Grant Subaward Applications, Amendments, Modifications, and budgets to ensure accuracy and compliance with all applicable controlling documents including but not limited to federal and state rules, programmatic documents, various automated systems, and the Subrecipient Handbook. Analyze expenditure reporting and requests for payments to ensure they are completed accurately and Subrecipients are spending in compliance with applicable controlling documents. Track to ensure spending is commensurate with the Grant Subaward performance period and that requested funds are claimed appropriately per the Subrecipient Handbook. Monitor the timeliness of expenditure reporting and requests for payments to ensure compliance with required frequency.		
10%	Conduct formal Grant Subaward Performance Assessments in-person and/or virtually and complete Performance Assessment Reports. Review and approve corrective action plans respond to any findings. Analyze Progress Reports and enter data into federal systems and internal spreadsheets as needed. Track programmatic progress and spending of Subrecipients.		

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5%

MARGINAL FUNCTIONS:

Perform other job-related duties and assignments as required to support the efforts of the Communications Division.

KNOWLEDGE AND ABILITIES [From Class Specs]

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Ability to work in home office setting.
- Ability to carry, lift, push or pull materials or objects weighing at least 25 pounds.
- Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Ability to rent or drive a personal or state-owned vehicle.
- Regular travel throughout the state of California to include evenings, weekends, overnight or several days at a time. Expected minimum travel of 2 per days per month.
- Ability to work in an open public setting.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice, model and advance good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Advance and contribute to continuous improvement and a positive, high performing work environment.
- Works independently under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

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