

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Distribution Planning Branch / Distribution Planning, Energy Storage, and Non-Wires Alternatives Section	CLASS TITLE Utilities Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:30 a.m. to 5:30 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento or Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-328-3518-008
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 supervision of the Program and Project Supervisor (PPS) in the Distribution Planning Branch, Distribution Planning, Energy Storage, and Non-Wires Alternatives Section the incumbent will have lead responsibility in conducting complex economic policy and/or technical analyses and research to support Administrative Law Judges (ALJ), Commissioners, and Advisors. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.	
% 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> Coordinate project and technical engineering work in the preparation of written reports. Provide guidance involving varied engineering research and analysis on topics such as electric distribution systems, renewable energy integration, distribution resource plans, grid reliability and modernization and interconnection policies. Develop independent opinions on other parties' research and analysis in the same areas for the benefit of decision-makers, administrative law judges, division management, and fellow team members. Prepare draft dispositions and final commission recommendations independently and in collaboration with others. Assist administrative law judges with rulings and proposed decisions in formal proceedings before the Commission.
35%	Review technical portions of testimony and comments, organize and facilitate technical and engineering workshops. Review advice letters to verify compliance with CPUC rules and policies, prepare and analyze data requests and their responses. Identify engineering considerations and solutions related to various policy proposals/issues.
15%	Analyze and summarize methodology, key findings, and recommendations of independent research, technical studies on issues pertaining to grid reliability and interconnections, for CPUC decision-makers, the legislature, and other stakeholders. Review and comment on pending legislation related to grid reliability and interconnection. Write position papers on topics within the incumbent's expertise.
10%	Process utility reports filed in compliance with Commission decisions. Respond to written and oral questions from the public on issues within the incumbent's expertise. Assist and support other sections on related matters of expertise.

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Other related job duties as required. • Coordinate with analysts in other sections or branches on related issues. • Provide consultation to colleagues who do not have an engineering background on technical issues, such as power system operation, interpretation of general orders, characteristics of transmission and distribution lines, etc. <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Engineering fundamentals, terminology, and economics; materials and methods of engineering construction; engineering mathematics and computer application to engineering problem-solving; physical properties of transportation and stationary utilities and standards of safety, service, and reliability; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation.</p> <p>Ability to: Make engineering computations; analyze engineering data; reason logically, creatively, and utilize a variety of analytical approaches to resolve regulatory problems; develop and evaluate alternatives; communicate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; consult with and advise administrators, decision-makers, or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • 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 such as participation in emergency drills and on emergency teams. • Occasional travel within the state to include evenings, weekends, overnight or several days at a time. • Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices. 	
SUPERVISOR'S NAME (Print) Gabriel Petlin	SUPERVISOR'S SIGNATURE	DATE
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE