

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy		EFFECTIVE DATE
BRANCH/SECTION CEQA and FERC / Infrastructure Planning & CEQA		CLASS TITLE Senior Utilities Engineer (Specialist)
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) 680-326-3510-001
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 general direction of the PPS, the incumbent conducts and manages environmental review pursuant to the California Environmental Quality Act (CEQA) and General order 131-D where the CPUC is the lead agency for complex energy, gas, water, and broadband projects. 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>	
	<u>ESSENTIAL FUNCTIONS:</u>	
45%	Under the general direction of the Program and Project Supervisor, the incumbent will perform duties of high difficulty on energy permitting projects as a project manager overseeing all aspects of the preparation of environmental documents, managing the consulting firm contracts, amendments, reviewing and approving invoices and working collaboratively with the CPUC Contracts and Fiscal Offices to ensure that contract modifications and invoices are reviewed and approved for payment in a timely fashion, and providing all necessary ancillary support to the Legal and Administrative Law Judge Divisions in their procedural review of the accompanying applications. Infrastructure Permitting and CEQA review. Analyzing all aspects of applications for energy projects to determine the cost effectiveness of critical capital improvements, maintenance, and operational practices that will maintain and improve water system reliability for the Applicant's service territory. Formulation of standards, compliance monitoring systems, spot checks, and coordination of these activities with other federal, state, regional, and local entities.	
35%	Conduct advanced policy and technical analyses to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and the Commission's environmental review requirements for Certificate of Public Convenience and Necessity (CPCN) applications related to energy infrastructure projects. Serve as project manager and lead analyst overseeing the development and coordination of environmental impact studies for large-scale complex initiatives—such as energy infrastructure systems, transmission lines, and associated facilities—requiring siting approval across multiple city, county, state, and federal jurisdictions. Responsibilities include facilitating multi-jurisdictional consultations and workshops in collaboration with local, state, and federal agencies, as well as working closely with the Administrative Law Judge Division. Additional duties involve procuring and managing contractors and consultants, supervising their work, and ensuring effective mitigation and monitoring of construction activities following CPCN issuance.	
15%	Writing reports and recommendations based on the analyses above. Responding to written and oral inquiries and working with other divisions to develop appropriate responses to engineering issues.	

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5%	<u>MARGINAL FUNCTIONS:</u> • Other related job duties as required. • Coordinates with analysts in other sections or branches on related issues. • To the extent relevant to incumbent's work, assist's 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. • 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. <u>KNOWLEDGE AND ABILITIES</u> [From Class Specs] Knowledge of: 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. Ability to: 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print) Roxanne Henriquez	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