

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Public Advocates Office		EFFECTIVE DATE	
BRANCH/SECTION Executive Governmental Affairs		CLASS TITLE Public Utilities Regulatory Analyst V	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento	
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-250-4616-002	
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: The Public Advocates Office ("the organization") represents ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums), and in other venues impacting California utilities and ratepayers. These proceedings and processes set rates, rules, policies, and regulations. Under the general direction of the Deputy Director of Government Affairs, the incumbent's primary assignments are identifying legislation that is of interest to the Public Advocates Office, analyzing and tracking legislation, and making appropriate legislative recommendations regarding issues affecting public utilities and ratepayers. .			
% 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>		
35%	<u>ESSENTIAL FUNCTIONS:</u> - Monitor legislative activity related to energy, water, communications, and broadband matters that impact ratepayers. - Keep the Deputy Director apprised of updates to monitored legislation. - Lead efforts to monitor the legislative calendar and update the Deputy Director of Government Affairs apprised of upcoming policy hearings, informational hearings, and other relevant events in the state legislature.		
35%	- Research and develop analyses of legislation and legislative proposals. - Develop and present legislative recommendations to the Deputy Director of Government Affairs. - Contribute to staff reports and summaries of legislative actions and decision-making. - Write legislative position letters and assist in reviewing other written materials such as blogs and press releases related to legislative matters. - Review and analyze complex utility policies and their impacts on delivering affordable, safe, and reliable service to ratepayers.		
20%	- Develop responses to external inquiries, which will involve working directly with legislative staff, external stakeholders, and members of the public. - Assist the Deputy Director of Government Affairs in coordinating meetings regarding matters impacting the Office's legislative work including legislative inquiries and meetings.		
10%	Assist the Deputy Director of Government Affairs in representing the Public Advocates Office before legislative committees or in inter-agency meetings.		

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION****KNOWLEDGE AND ABILITIES** *[From Class Specs]*

Knowledge of: Trends and issues pertaining to legislation impacting public utilities regulations; the legislative process; principles and concepts of energy, water, communications, and broadband issues.

Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to produce legislative analyses; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; consult with and advise the Deputy Director of Government Affairs; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.

SPECIAL REQUIREMENTS:

- Work 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.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal skills, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. This position may require travel to other CPUC offices and locations throughout the state.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Contribute to continuous improvement and a positive, high performing work environment.
- Able to work full-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