

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Administration & Budget Unit		CLASS TITLE Management Services Technician
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) 680-436-5278-001
<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>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the supervision of the Division Director, the Management Services Technician performs a variety of semi-professional tasks related to the activities of the Rail Safety Division (RSD). The incumbent supports the program work of the three branches of RSD: Railroad Safety, Rail Transit Safety and Grade Crossing Engineering; RSD Public Utilities Regulatory Analysts, and RSD Transportation Analysts by gathering data and information and performing less complex analysis of program information and occasionally assists other division administration staff with logistical tasks related to office space management at assigned location.</p>		
% 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>	
30%	Verifies and updates data relating to rail crossings, rail transit and railroad systems in Division database. Conducts internet research and acquires data in support of RSD databases and record updates.	
30%	Collects, tracks, and enters vehicle mileage data for RSD in online database. Generates ad-hoc vehicle mileage reports as needed.	
20%	Works with local agency personnel to acquire updated crossing, railroad, and rail transit data to add to RSD databases. Organizes, purges, or adds files/documents to hard copy files or document/data files/folders. Compiles RSD information in support of management. Digitizes hard copy documents to electronic format.	
15%	Perform timekeeping functions for RSD to include entering and maintaining timekeeping records for employees in Division.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Performs other work-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Arithmetic, spelling, grammar, punctuation, and modern English usage.</p> <p>Ability to: Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; use good work habits such as punctuality, skill, neatness and dependability; make satisfactory progress in a prescribed training program; interpret written material; edit written material; write effectively; analyze written and numerical data accurately; make clear, concise oral presentations.</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. • Occasional travel within the state of California may include overnight 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 (P)	EMPLOYEE'S SIGNATURE	DATE