

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Broadband Deployment Branch		CLASS TITLE Public Utilities Regulatory Analyst V (PURA V)
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) 680-334-4616-502
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 the Program & Project Supervisor, the PURA V will lead and conduct the most complex economic, policy and/or technical analyses and research to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA V's primary assignments are, as part of team of analysts and decision makers, implement and administer a program to fund broadband infrastructure projects. The PURA V may be assigned work in other areas and branches of the organization, as directed.		
% 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> <ul style="list-style-type: none"> Conduct the most complex, sensitive, difficult, multi-disciplinary technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects. Review grant applications, administer awards, conduct complex financial analysis to process payment requests, and monitor broadband infrastructure awards. Develop and secure approval for original and innovative approaches, methodologies, and frameworks that can serve as a new standard or best practice in future projects. Develop and secure approval for plans outlining objectives. Conduct analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and make appropriate recommendations on the most controversial, complex, and broad range of public utility regulatory issues and challenges pertaining to broadband infrastructure deployment. Independently carry out assignments, providing accurate status reports and meeting internal and external deadlines. Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files. Use computer applications to conduct complex analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary. 	
35%	<ul style="list-style-type: none"> Write and defend reports and staff proposals in formal proceedings or before the Legislature on the most complex, varied, and controversial issues pertaining to broadband infrastructure deployment. Coordinate with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband. Analyze and make recommendations regarding protests to resolutions and comments on proposed decisions for complex and controversial matters to enable CPUC Commissioners and decision makers to resolve protests and comments. Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques, when necessary, to high level officials inside and outside the CPUC, including the utilities, intervenor organizations, and other agencies. 	
25%	<ul style="list-style-type: none"> Lead the most complex and controversial studies, projects, and/or programs. As the project or program lead, direct the activities and tasks of junior staff working on the analysis of broadband data, broadband technologies, proposals, and forecasting data. 	

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- Lead, facilitate, and assist discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and provide written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and implementation of broadband infrastructure projects.
- Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings.
- Communicate with the highest-level officials at the utilities, CPUC, and other organizations and agencies.
- Acts as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product.
- Travel on business.

MARGINAL FUNCTIONS:

5%

- 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: Trends and issues pertaining to public utilities regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities regulatory policy analysis and formulation; Federal and State agencies involved in utilities regulation; Federal and State legislation and policies pertaining to public utilities and transportation.

Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; 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.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- 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.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Other Software – Stata, SPSS, MatLab, Tableau, and/or ArcGIS, Jira, Salesforce.
- Able to lift at least 25 pounds.
- Attend training, complete agency work tracking system entries, and perform other duties as required.
- 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.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- 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.

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- Advance and contribute to continuous improvement and a positive, high performing work environment.

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

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DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Broadband Deployment Branch		CLASS TITLE Public Utilities Regulatory Analyst IV (PURA IV)
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) 680-334-4615-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 the Program & Project Supervisor, the PURA IV will lead and conduct highly complex economic, policy and/or technical analyses and research to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA IV's primary assignments are, as part of team of analysts and decision makers, to implement and administer a program to fund broadband infrastructure projects. The PURA IV may be assigned work in other areas and branches of the organization, as directed.		
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35%	<u>ESSENTIAL FUNCTIONS:</u> <ul style="list-style-type: none"> Conduct highly complex, sensitive, multi-disciplinary technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects. Review grant applications, administer awards, conduct complex financial analysis to process payment requests, and monitor broadband infrastructure awards. Develop and secure approval for new approaches, methodologies, and frameworks that can serve as a new standard or best practice in future projects. Develop and secure approval for plans outlining objectives. Conduct analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and make appropriate recommendations on the most controversial, complex, and broad range of public utility regulatory issues and challenges pertaining to broadband infrastructure deployment. Independently carry out assignments, providing accurate status reports and meeting internal and external deadlines. Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files. Use computer applications to conduct complex analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary. 	
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5%	<p>implementation of broadband infrastructure projects.</p> <ul style="list-style-type: none"> • Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings. • Communicate with the high-level officials at the utilities, CPUC, and other organizations and agencies. • Acts as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product. • Travel on business. <p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Perform other job-related duties and assignments as required to support the efforts of the Communications Division. <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Trends and issues pertaining to public utilities regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities regulatory policy analysis and formulation; Federal and State agencies involved in utilities regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; 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.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • 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. • Able to perform effectively in a highly complex, open, and transparent public setting. • Communication, written, oral and interpersonal, analytics, and attention to detail. • Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. • Other Software – Stata, SPSS, MatLab, Tableau, and/or ArcGIS, Jira, and Salesforce. • Able to lift at least 25 pounds. • Attend training, complete agency work tracking system entries, and perform other duties as required. • 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. <p><u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u></p> <ul style="list-style-type: none"> • 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.
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