

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Consumer Program Branch/Deaf and Disabled Telecommunications Program (DDTP)	CLASS TITLE Public Utilities Regulatory Analyst II (PURA II)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION SF, LA or Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-333-4615-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 and Project Supervisor (PPS), the Public Utilities Regulatory Analyst (PURA) II performs and assist with technical and analytical research, as well as special factual inquiries critical to the Deaf and Disabled Telecommunication Program's strategic planning, programs, proceedings, and policies in the areas of communications and accessibility. Areas of emphasis involve legislative and government affairs, strategic planning, policy development, workshop management, and liaison duties with internal and external stakeholders. The PURA II is expected to review, comprehend, and recommend changes related to new federal and state rules or laws affecting the DDTP. The PURA II is also expected, with precise accuracy, draft comprehensive written reports in recommending program improvements, resolutions, and develop any resulting proposed legislative changes and improvements for the program constituents.

% 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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>The incumbent will:</p> <ul style="list-style-type: none"> • Conduct technical and policy research and analysis of Federal and State communication and disability accessibility program reforms and propose appropriate recommendations and actions to Commission management and decision makers. • With guidance, prepare written resolutions, reports, or other written correspondence involving DDTP program issues including DDTP programs and pilot programs. • Participate in conferences, meetings or workshops, and present summary reports to management and decision makers. • Independently review and analyze comments on DDTP proceedings and prepare summary reports.
-----	--

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

30%	<p>To assist in the development of policies, rules and guidelines, as well as implementation of DDTP program rules, the incumbent will:</p> <ul style="list-style-type: none"> • Review and evaluate processes including eligibility, logistics, customer support, marketing, and print and digital content of DDTP programs. • Conduct economic, policy, and/or technical analyses and research to support the development of policies, rules and guidelines for the DDTP program. • Develop strategies and propose policies to detect and prevent waste, fraud, and abuse of program funds by service providers; and • Review, analyze, and approve, if appropriate, marketing materials submitted by DDTP service providers and parties in the DDTP program. • Participate in briefings, presentations to Commissioners and/or their advisors, CD management and other stakeholders in meetings/conferences outside the CPUC as needed regarding the status of DDTP program activities, accomplishments, challenges, funds, and other program related matters. • Contribute to written reports, correspondence, and other written documents to Commissioners and/or their advisors, CD management and other stakeholders regarding the status of DDTP program. • Participate in the administration of DDTP contract (s).
30%	<p>To assist in the support of DDTP contracts, the incumbent will:</p> <ul style="list-style-type: none"> • Provide support with the Speech Generation Device (SGD) program. • Facilitate weekly meetings with DDTP contractors and vendors on program policy issues, changes, and implementation; and • Respond to inquiries from DDTP applicants/participants, public, and other Commission divisions and governmental agencies on DDTP issues.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Provide support for inter-divisional activities to represent Communication Division in carrying out the Commission's Communication and accessibility responsibilities. • Perform other work-related duties as required.

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Trends and issues pertaining to communication regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and communication regulatory policy analysis and formulation; Federal and State agencies involved communication’s regulation; Federal and State legislation and policies pertaining to communications.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation 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 communications 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>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for a business/government environment. • Reliability regarding attendance and completing jobs on time, with quality deliverables. • Willingness to travel throughout the state with overnight stay if needed.
--	---

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
--------------------------------	-----------------------------	-------------

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Consumer Program Branch/Deaf and Disabled Telecommunications Program (DDTP)	CLASS TITLE Public Utilities Regulatory Analyst III (PURA III)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION SF, LA or Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-333-4611-004
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 and Project Supervisor (PPS), the Public Utilities Regulatory Analyst (PURA) III performs technical and analytical research, as well as special factual inquiries critical to the Deaf and Disabled Telecommunication Program's strategic planning, programs, proceedings, and policies in the areas of communications and accessibility. Areas of emphasis involve legislative and government affairs, strategic planning, policy development, workshop management, and liaison duties with internal and external stakeholders. The PURA III is expected to review, comprehend, and recommend changes related to new federal and state rules or laws affecting the DDTP. The PURA III is also expected, with precise accuracy, draft comprehensive written reports in recommending program improvements, resolutions, and develop any resulting proposed legislative changes and improvements for the program constituents.

% 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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>The incumbent will:</p> <ul style="list-style-type: none"> • Conduct technical and policy research and analysis of Federal and State communication and disability accessibility program reforms and propose appropriate recommendations and actions to Commission management and decision makers. • With guidance, prepare written resolutions, reports, or other written correspondence involving DDTP program issues including DDTP programs and pilot programs. • Participate in conferences, meetings or workshops, and present summary reports to management and decision makers. • Independently review and analyze comments on DDTP proceedings and prepare summary reports.
-----	--

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

30%	<p>To assist in the development of policies, rules and guidelines, as well as implementation of DDTP program rules, the incumbent will:</p> <ul style="list-style-type: none"> • Review and evaluate processes including eligibility, logistics, customer support, marketing, and print and digital content of DDTP programs. • Conduct economic, policy, and/or technical analyses and research to support the development of policies, rules and guidelines for the DDTP program. • Develop strategies and propose policies to detect and prevent waste, fraud, and abuse of program funds by service providers; and • Review, analyze, and approve, if appropriate, marketing materials submitted by DDTP service providers and parties in the DDTP program. • Participate in briefings, presentations to Commissioners and/or their advisors, CD management and other stakeholders in meetings/conferences outside the CPUC as needed regarding the status of DDTP program activities, accomplishments, challenges, funds, and other program related matters. • Contribute to written reports, correspondence, and other written documents to Commissioners and/or their advisors, CD management and other stakeholders regarding the status of DDTP program. • Participate in the administration of DDTP contract (s).
30%	<p>To assist in the support of DDTP contracts, the incumbent will:</p> <ul style="list-style-type: none"> • Provide support with the Speech Generation Device (SGD) program. • Facilitate weekly meetings with DDTP contractors and vendors on program policy issues, changes, and implementation; and • Respond to inquiries from DDTP applicants/participants, public, and other Commission divisions and governmental agencies on DDTP issues.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Provide support for inter-divisional activities to represent Communication Division in carrying out the Commission's Communication and accessibility responsibilities. • Perform other work-related duties as required.

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Trends and issues pertaining to communication regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and communication regulatory policy analysis and formulation; Federal and State agencies involved communication's regulation; Federal and State legislation and policies pertaining to communications.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation 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 communications 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>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for a business/government environment. • Reliability regarding attendance and completing jobs on time, with quality deliverables. • Willingness to travel throughout the state with overnight stay if needed. 		
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>