

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Electric Pricing & Customer Programs Customer Programs	CLASS TITLE Public Utilities Regulatory Analyst I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, or Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 680-256-4592-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:	
<p>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.</p> <p>Under the supervision of the Program & Project Supervisor, the incumbent’s primary assignments are analyzing utility proposals, examining utility accounting practices and recorded costs, forecasting data, and making appropriate recommendations regarding issues affecting public utilities.</p> <p>The PURA I is the training and development level. The incumbent is generally learning to apply their skills in the context of Commission operations. Incumbents usually serve as a team member under the direction of higher-level staff.</p>	
% 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>
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> Assist senior staff with conducting research and analysis through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories. With supervision, make appropriate recommendations on public utility regulatory issues and challenges of limited scope. 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.
35%	<ul style="list-style-type: none"> Write and defend testimony in formal hearings covering areas of limited scope and controversy. Assist senior staff who are coordinating with attorneys on litigation strategy and cross-examination of utility and intervenor witnesses and providing input on opening and reply to briefs. Write protests to advice letters and other filings of limited scope and assist senior staff who are writing protests to advice letters and other filings. Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques when necessary.
20%	<ul style="list-style-type: none"> Support the organizations advocacy at intra-agency and inter-agency conferences, workshops, public meetings. Communicate at the staff-level within the CPUC, utilities, and other organizations, and agencies. Attend field investigations, meetings, workshops and trainings.

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> May assist in workshops with the direction of higher-level staff, be assigned work in other areas and branches of the organization and perform other job-related duties as required to support the efforts of Public Advocates Office. <p><u>KNOWLEDGE AND ABILITIES</u> [From Class Specs]</p> <p>Knowledge of: Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations.</p> <p>Ability to: Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>SPECIAL REQUIREMENTS:</u></p> <ul style="list-style-type: none"> 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. Proficient in other Software – Power Flow, Stata, SPSS, MatLab, Tableau, and/or ArcGIS. <p><u>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> Open, and transparent public setting. Variable office temperature. Able to lift at least 25 pounds. Long periods of sitting while traveling and attending workshops. Travel outdoors during summer and winter environments. Occasional travel to include evenings, weekend or several days at a time. <p><u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u></p> <ul style="list-style-type: none"> 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