

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration Branch/Personnel and Administration	CLASS TITLE Analyst II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-321-5393-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 Supervisor I, this Analyst II position performs a variety of complex technical analytical duties requiring independent action and initiative. This position requires strong organizational skills, attention to detail, and the ability to collaborate across teams to ensure timely and accurate deliverables. Duties must be performed at the highest degree of competence as there would be a high degree of impact on the Division with the responsibilities listed below. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.	
% 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>
40%	Project Management Design and implement special projects at the direction of the Supervisor, Program Manager, and/or Director. Projects may include but are not limited to organizing Energy Division in-person events, development of internal communications and tracking systems, or coordination of staff input into Staff Reports and public-facing websites such as the Energy Utility Advice Letter website.
35%	Digital Content Coordination & Administrative Support for Written Work Products Administrative Support for Work Products: Coordinates and provides administrative support for Energy Division analysis of various written work products, such as staff reports and memos related to Energy Division proceedings, legislative reports, budget change proposals, public-facing websites, and Energy Division annual reports. Reviews content and coordinates written work product with other staff and ensures deadlines are met with group projects. Digital Content Coordination: Create visually engaging materials to support Energy Division communications, including infographics, charts, and layouts for reports, presentations, and web content. Ensure all designs align with CPUC branding guidelines and accessibility standards. Collaborate with staff to transform complex data and technical information into clear, visually appealing graphics for internal and external audiences. Maintain and update visual assets for Energy Division webpages and digital platforms. Act as Energy Division liaison to External Affairs in Executive Division to ensure external and internal Energy Division communications provide comprehensive and suitable information to the public and stakeholders. Develop content for Energy Division webpages in a timely manner consistent with best practices. Edit and/or archive obsolete data and webpage content as applicable (i.e., SharePoint and Sitecore).
20%	Manage Tracking Systems Develop and maintain data collection tools and reporting systems which include, but not limited to, reviewing data in compliance tracking tool in Excel and other software applications as needed, generating quarterly and annual reports for management review. Develop and create new reporting systems for efficacy and determine the effect on Division operations; and provide correspondence with internal or external stakeholders regarding compliance.
5%	<u>MARGINAL FUNCTIONS:</u> Other related job duties as required in support of Division.

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Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, methods and techniques of effective communication and leadership, and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; coordinate the work of others, act as a team leader, and appear before legislative or other committees; and gain and maintain the confidence and cooperation of those contacted during the course of work.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Reporting location: 505 Van Ness Avenue, San Francisco, CA 94102
- Alternate reporting locations: Sacramento offices and/or Los Angeles office as required.
- Occasional travel within the state to other CPUC offices, state agencies or other locations that may require long distances, several days or overnight may be required based on the needs of the Division.
- Possible shared workstation (hoteling stations and/or general workstations) equipped with standard or ergonomic office equipment, as appropriate.
- Proficiency with communications-related technologies, including personal computer applications such as Microsoft suite, Oracle databases, and Adobe; telecommunications equipment including Cisco WebEx, Internet and cloud-based document management systems, voicemail, email, etc.
- Variable office temperature.
- Able to lift at least 25 pounds.
- Long periods of sitting while traveling and attending workshops.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS:

- The selected candidate will be required to report to the CPUC headquarter office full-time at 505 Van Ness five (5) days per week. Supervisor may allow occasional telecommuting not to exceed two (2) days per week.
- Regular and consistent attendance is essential to successful performance. Work hours beyond the eight-hour workday or forty-hour workweek may at times be required.
- Must maintain regular and acceptable attendance at such level as is determined at the Division's sole discretion.
- 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.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

Delia Drake

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A STATEMENT**COPY OF THE DUTY**

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