

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION COMMUNICATIONS DIVISION		EFFECTIVE DATE
BRANCH/SECTION Broadband, Equity, Access, and Deployment		CLASS TITLE Program Manager
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) 680-334-3503-920
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 general direction of the Communications Division Director, the Program Manager leads California’s Broadband Equity, Access, and Deployment (BEAD) Program and related federal broadband funding initiatives, overseeing implementation, grant administration, policy development, compliance, reporting, and staff. The position ensures the program aligns with federal NTIA requirements, state policy, and Commission goals to expand broadband access, while serving as the Division’s principal advisor on BEAD policy, funding, and implementation.		
% 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>		
ESSENTIAL FUNCTIONS:		
35%	Plan, organize, and direct all BEAD program activities and staff within the Broadband Deployment Branch. Provide supervision to professional, analytical, and technical staff, including workload allocation, performance management, coaching, and training. Ensure quality control and timely completion of program deliverables. Coordinate BEAD activities across Communications Division branches, other CPUC Divisions, Commissioners’ offices, and external partners. Participate as a member of the Communications Division management team and provide leadership on broadband deployment priorities and strategies.	
25%	Direct statewide administration of BEAD and related federal broadband funding programs, including grant guidelines, application processes, awards, monitoring, and closeout. Ensure compliance with federal NTIA rules, State fiscal requirements, and Commission policies. Oversee reporting, performance tracking, data collection, and audit readiness. Manage program budget in accordance with relevant program guidelines. Develop and implement program procedures, internal controls, and monitoring frameworks to ensure accountability and effective use of federal funds.	
25%	Advise Division leadership, Commissioners, and executive management on BEAD policy, rulemaking, and implementation issues. Lead development of resolutions, policies, and program frameworks to implement federal broadband initiatives in California. Coordinate with federal agencies, State agencies, and stakeholders on policy alignment and program design. Evaluate legislative and regulatory changes affecting BEAD and recommend strategic program adjustments.	

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

10%	<p>Represent the Commission in federal and State broadband forums, interagency workgroups, legislative briefings, and public meetings related to BEAD. Provide testimony, presentations, and reports to federal agencies, Legislature, Commission leadership, and stakeholders. Support statewide outreach and engagement activities to advance BEAD program objectives and transparency requirements.</p>
5%	<p>Perform other job-related duties as required to support Communications Division and Commission broadband initiatives.</p> <p><u>KNOWLEDGE AND ABILITIES: [From Class Specs]</u></p> <p>Knowledge of: California Public Utilities Code and federal telecommunications policy; public program administration; grant and fiscal management principles; policy development; personnel management; and regulatory processes related to broadband and infrastructure programs.</p> <p>Ability to: Plan, organize, and direct multidisciplinary programs and staff; analyze complex policy and funding issues; develop and implement statewide programs; advise executive leadership; coordinate across agencies and stakeholders; and prepare reports and recommendations to Commission leadership.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Work involves extensive coordination with federal and State agencies and may require occasional travel. • Position may be designated Conflict-of-Interest (Form 700) consistent with BEAD funding authority.

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

SUPERVISOR'S NAME (Print) Maria Ellis	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
--------------------------------	-----------------------------	-------------