

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Electric Safety and Reliability Branch/Generation and Energy Storage Section		CLASS TITLE Senior Utilities Engineer (Supervisor)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 680-439-3508-005
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH EVERYONE TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ESSENTIAL. 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 general direction of the Program and Project Supervisor, the Senior Utilities Engineer (Supervisor) is responsible for planning, assigning, coordinating, and directing the work and activities of a small group of engineers and other professional staff in development and enforcement of the Commission's safety regulations for electric generating facilities and energy storage systems, and relevant infrastructure contained in General Orders (GO) 167-C, Public Utilities (PU) Code, and other applicable codes and standards.		
% 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%	<u>ESSENTIAL FUNCTIONS:</u> Plan, assign, organize, and review the work of Utilities Engineers and other staff. Schedule and coordinate electric generating facility and energy storage system audits. Review inspection and investigation reports, notice of violation letters, and citations. Work on complex engineering and policy issues involving safety and reliability of electric generation, energy storage systems, and related infrastructure. Conduct complex and high-level investigation and inspections of incidents and outages at electric generation facilities, power plants, and energy storage systems. Prepare and review enforcement documents related to violation of the codes, regulatory standards, Commissions General Orders (GOs) and regulations. Lead and participate in conflict resolution, settlement, and enforcement actions. Support the planning, setting, and implementation of Branch and programmatic goals, objectives, priorities, and measurements for success.	
25%	Research and make recommendations to revise the PU Code, Commission GOs, branch, and division procedures. Prepare correspondence and reports relating to formal and informal safety matters, rule changes, and respond to the more difficult inquiries from the public, generating asset owners, energy storage system owners, utilities, including interpretation of GO 167-C, PU Code, and other applicable electric generation and energy storage system codes and standards. Review compliance documents, regulatory records, stakeholders' submission to ensure accuracy, and currency, and initiate and lead data management measures.	
20%	Mentor, coach, and provide training for staff development including guidance of staff on management expectations, priorities, procedures, goals, and key action items. Participate in the hiring process including review of hiring documentation, creation of duty statements, interviewing and onboarding of new staff. Monitor employees' performance by providing consistent feedback on their performance to support professional growth and career development. Complete probation and performance reports timely and implement progressive discipline action and work with Human Resources and Legal Divisions as needed. Conduct routine check-in meetings with direct reports to track progress, ensure timely task completion, and support overall performance management.	
10%	Support the section's summer reliability efforts including analyzing generators' summer reliability readiness actions and plans, reviewing power plant daily outage reports, assessing and responding to forced outages, compiling weekly outage reports for management. Plan and schedule tabletop exercises and rapid response audits and participate in summer reliability coordination meetings and briefings.	
10%	Participate in Commission proceedings involving issues related to safety and reliability of electric generation and energy storage systems as SED representative or expert witness and represent the Commission in	

DUTY STATEMENT

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dealings with the public, other governmental entities, and industry representatives. Prepare technical reports, written testimony, and exhibits, and help draft formal filings. Conduct Commission workshops and provide expertise to Commissioners, Administrative Law Judges, and others.

5%

MARGINAL FUNCTIONS:

- Assist the Program and Project Supervisor with a variety of administrative duties such as responding to inquiries by phone or email, coordinating and scheduling meetings, maintaining an online filing system, prepare budgetary matters, and attending meetings and conferences.
- Perform other work-related duties as required.

KNOWLEDGE AND ABILITIES: [From Class Specs]

Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; engineering terminology, fundamentals, mathematics, and economics; financial structure and prescribed accounting classifications; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; principles and techniques of personnel management and supervision; department's Equal Employment Opportunity Program objectives; a supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.

Ability to: Plan, direct, and coordinate the work of a small group of engineers and other assistants; establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and 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; effectively contribute to the department's equal employment opportunity objectives.

WORK ENVIRONMENT, PHYSICAL, AND MENTAL ABILITIES:

- Proficiency with communication-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Strong and effective interpersonal skills, ability to work both alone and collaboratively, listen to others with an open mind, and treat everyone with courtesy and respect.
- Ability to show initiative, take responsibility, exercise independence and good judgment, be adaptable to change, pay attention to details and process information quickly, work well under pressure and with minimal oversight, and complete tasks timely and, if needed, on short notice.
- Ability to handle stressful situations, including working on a site of a major safety incident.
- Ability to walk long distances over rough terrain in the field, climb stairs and in and out of underground structures, work in confined areas containing energized facilities, work at heights, work outside during abnormal or extreme weather conditions.
- Ability to travel, including multi-day and/or overnight trips, to drive over 100 miles, and on occasion to work unusual hours.
- Possession of a valid California Professional Engineer License is required.
- Possession of a valid California Driver's License, Class C is required and subject to DMV Pull Notification
- Dress appropriately for a business/government environment and field work.

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

Stephen Hur

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