

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications		EFFECTIVE DATE
BRANCH/SECTION BVM/CASF Consortia and Broadband Mapping		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/ Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-4592-970
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 a Program & Project Supervisor or a senior level PURA, the PURA I will perform a broad range of research and analyses related to broadband, and market policy and program implementation. This includes various tasks and assignments such as gathering, validating, visualizing, and analyzing broadband data, supporting public purpose programs. This position is located within the California Advanced Services Fund Consortia and Broadband Mapping section.		
% 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. (Use additional sheet if necessary)
<u>ESSENTIAL FUNCTIONS:</u>		
40%	Conducts economic, policy, legislative and/or technical analyses and research related to the Broadband, Video and Market branch, using a variety of methods, qualitative information and quantitative skills to present appropriate recommendations to management regarding implementation of AB 286, as well as other CASF programs. Supports the team tasked with implementation of AB 286 and other CASF programs. Assists with data gathering, reviewing, validation, research and analysis of broadband data from various sources using a variety of technical tools. Participates and supports the lead analyst in formal Commission proceedings as it relates to Broadband mapping and/or CASF.	
30%	Performs quality assurance and quality checks on the California Interactive Broadband Map. Assists and supports in the development of Broadband mapping contract(s) and participates in the solicitation of bids to identify the winning contractor(s). Contributes to the review of contractor(s) invoices and deliverables to ensure contract compliance. Collaboratively works with other members of the CASF involved in the implementation and oversight of CASF programs.	
25%	Assists with coordination with contractor(s) and internal stakeholders on processes to implement AB 286 and related CASF programs. Responds to public inquiries, including legislative and external stakeholders as needed regarding Broadband Data Collection and related issues via written or oral communications. Supports the lead analyst in coordination, set-up, preparation of presentation materials for workshops, webinars, and other public presentations as it relates to the Broadband, Video and Market branch. Maintains CASF related databases, tracking databases, and updates CASF website and public interfacing related to the programs. Participates on "task force" teams dedicated to any Communications Division or interdivisional project or program.	
5%	<u>MARGINAL FUNCTIONS:</u>	
	Performs other job-related duties as required.	

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KNOWLEDGE AND ABILITIES [From Class Specs]

Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.

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 public utilities and transportation 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.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Knowledge of, or proficiency with, Geographic Information Systems, and the ability to conduct or use geographic analysis is desirable.
- Proficiency in teamwork and collaboration.
- Proficiency in maintaining poise, diplomacy, and a constructive disposition in discussing and resolving disagreements and disputes with others (internally and externally).
- Work on a full-time basis.
- Standard office setting. Work in close proximity to co-workers. Mindful in respecting the time and space of other employees.
- Proficiency in working in telework situations.
- Reliability regarding attendance and completing jobs on time, with quality deliverables.
- Occasional travel may be required within the state of California to include evenings, weekends, or several days at a time.

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

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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