

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services		EFFECTIVE DATE
BRANCH/SECTION Management Services/Facilities		CLASS TITLE Analyst I
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) 680-403-5157-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 supervision of the Supervisor I, the Analyst I will assist with the agency's facilities planning and space projects for all of the California Public Utilities Commission's (CPUC) offices state-wide.		
% 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%	<u>Facilities and Space Planning:</u> <ul style="list-style-type: none"> Assists, gathers and analyzes data and info from division management and staff on any space-related needs: internal, external, temporary, long-term, new organizational and/or construction projects, new and renewed leases for private facilities, etc. Works collaboratively with CPUC's space project managers and prepares space recommendations to management, including budgetary and personnel considerations; prepares project timeline schedules; develops and submits projected staffing growth for office space and program needs for the agency; researches and prepares budget and funding documents for space-related assignments; develops and prepares all contract and purchasing documents for related projects. Assists the Supervisor I with reviewing terms & conditions of new and renewal property leases for all CPUC offices. Ensures all State facilities and private property leases are in compliance with State codes and regulations. Meets routinely with CPUC staff, Department of General Services (DGS), contract vendors, and others as required to assist in, and complete projects related to Facilities Planning. 	
30%	<u>Other Analysis Duties:</u> <ul style="list-style-type: none"> Assists in preparing annual Facilities Infrastructure Budget Change Proposal (BCP) in conjunction with DGS/Building Property Management and CPUC management. Assists with the implementation of any special building repairs and/or projects in the approved BCP. Provide analysis and technical support for other analysis and/or facilities operations assignments, including security and tenant improvements. Provide Analyst I with written 	

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20%	<p>and/or oral recommendations as needed.</p> <ul style="list-style-type: none"> • Researches, gathers, analyzes and provides feasibility studies for major equipment/asset purchases and/or leases for the agency. Assists Supervisor I with the delivery and coordination of equipment/asset placements.
10%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Assist Supervisor I with special projects as required, and other job-related duties. <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>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; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>Special Personal Characteristics: Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasionally bend, stoop, kneel, reach, push, and pull drawers to open and close to retrieve and file information. • Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. • Frequent travel throughout the state to include overnights, long distances and several days at a time. • Position is subject to DMV pull notification
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>	

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SUPERVISOR'S NAME (Print) Ben Millner	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services		EFFECTIVE DATE
BRANCH/SECTION Management Services/Facilities		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) 680-403-5393-005
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 direction of the Supervisor I, the Analyst II shall have primary responsibility for the agency's facilities planning and space projects, including all California Public Utilities Commission (CPUC) offices and state-wide leased office spaces for employees associated with the Deaf and Disabled Telecommunications Program (DDTP).		
% 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>	
45%	<u>Facilities and Space Planning:</u>	
	<ul style="list-style-type: none"> Meets, gathers, and analyzes complex technical data and info from division management and staff on any space-related needs: internal, external, temporary, long-term, new organizational and/or construction projects, new and renewed leases for private facilities, etc. This scope also extends to the nine, state-wide Service Centers and Administrative Office responsible for employees of the DDTP. Serves as a project manager and review, analysis and prepares space recommendations to management, including budgetary and personnel considerations; prepares project timeline schedules: develops and submits projected staffing growth for office space and program needs for the agency, develops and prepares budget and funding documents for space-related assignments; develops and prepares all contract and purchasing documents for related projects. Has primary responsibility negotiating terms & conditions of new and renewal property leases for all CPUC and DDTP offices. Ensure all State facilities and private property leases are in compliance with State codes and regulations. Meets routinely with CPUC staff, Department of General Services (DGS), DDTP personnel, contract vendors, and others as required to assist in, and complete projects related to Facilities Planning. 	
30%	<u>Other Analysis Duties:</u>	
	<ul style="list-style-type: none"> Develops and prepares annual Facilities Infrastructure Budget Change Proposal (BCP) in conjunction with DGS/Building Property Management and CPUC management. Assists with the implementation of any special building repairs and/or projects in the approved BCP. Provide analysis and technical support for other analysis and/or facilities operations assignments, including security and tenant improvements. Provide CPUC management with written and/or oral recommendations as needed. 	
20%	Gathers, analyzes, and provides feasibility studies for major equipment/asset purchases and/or leases for the agency. Provides review and analysis of the Facilities Unit's operations and any	

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5%	<p>process/method improvements.</p> <p><u>MARGINAL FUNCTIONS:</u></p> <p>Assist Supervisor I with special projects as required, and other job-related duties.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>Special Personal Requirements</p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Practice good teamwork, accountability, and collaboration.</p> <p>Must maintain consistent and acceptable attendance.</p> <p>Must be willing to work irregular hours, nights, and/or weekends to meet the Department's business needs.</p> <p>Ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.</p> <p>Employees may be required to move large objects from one location to another.</p> <p>Up to 10% Travel to CPUC offices and throughout the State which may include overnight, and/or several days, etc.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
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