

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Electric Safety and Reliability Branch		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, Los Angeles, or Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-439-5157-001
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 Program Manager, incumbent will provide analytical support to the Safety and Enforcement Division's (SED) Electric Safety and Reliability Branch (ESRB). The Staff Services Analyst (SSA) will perform the more sensitive, varied, and technical analytical assignments such as program evaluation and planning, database management, and essential administrative duties while assisting with research to support policy analysis and formulation, systems development, budget tracking, and the hiring process.		
% 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)	
30%	ESSENTIAL FUNCTIONS: Manage, analyze, and maintain the databases and spreadsheets that contain data related to ESRB inspections, audits, incident investigations, and customer complaints for utilities and power generating facilities. Perform searches and queries of a database to prepare reports and analysis in response to public inquiries and in support of management. Manage resolutions, file and maintain records in electronic and hard copy formats, maintain distribution lists such as the Safety Alert Inbox and alert management when issues must be addressed. Monitor incoming calls including voicemail inbox notifications.	
20%	Develop and analyze ESRB branch performance metrics for continuous improvement in all aspects of program performance as determined by the Director, Program Managers, Program and Project Supervisors. The SSA will generate monthly management reports on audits, investigations, and other metrics including but not limited to public inquiries, outages at electric and gas generating facilities, and enforcement actions.	
15%	Assist supervisors and staff in maintaining audit schedules and monitoring progress of inspections, fieldwork, inspection report, utility response, and enforcement. The incumbent will analyze trends in violations and areas of concern and assist in research and developing data requests for further analysis. The SSA will support annual budgeting and forecasting including travel estimates for required training of all staff. The SSA also is responsible for ESRB's budget tracking and preparing quarterly budget reports. Assist hiring managers throughout the hiring process such as scheduling interviews, gathering interview materials, maintaining a hiring schedule, etc.	
15%	Perform essential administrative duties including but not limited to mailing letters, sorting mail, scheduling meetings, and arranging logistics (room reservation, IT equipment, etc.), and scheduling conferences. The SSA will serve as a back-up for the SED Admin. Budget Analyst, HR Liaison, and Timekeeper, assist with processing TECs, TTAs, and ESSRs, and maintain supplies and safety equipment. The SSA will also assist supervisors and staff with difficult and complex phone calls and inquiries from the public, utilities, Generating Asset Owners, and other government agencies.	
10%	The SSA is also responsible for updating items on SED's website, such as uploading reports and compliance filings, posting Guidelines for Operations and Maintenance Standards, and updating names of ongoing audits.	

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5%	Attend and actively participate in staff and individual team meetings, sharing information and ideas with the team to maintain an environment conducive to learning and supports cohesive team atmosphere.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • May be required to travel to the Division’s other office locations, and occasionally same day travel may be required. • Perform other work-related duties as required. <p><u>KNOWLEDGE AND ABILITIES</u> [From Class Specs]</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><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, e-mail, etc. • Strong effective interpersonal skills, ability to work both alone and collaboratively. • 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. • May be required to move large objects from one location to another and lift 10-20 pounds. • Must be able to sit and/or stand for long duration. • Incumbent may be required to travel, including overnight stays, and on occasion be required to work unusual hours.

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

SUPERVISOR’S NAME (Print) Eric Wu	SUPERVISOR’S SIGNATURE	DATE
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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
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