

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Rail Safety Division	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Rail Transit Safety Branch	<b>CLASS TITLE</b> Program and Project Supervisor, PUC
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento - Hybrid
<b>INCUMBENT (if known)</b> Vacant	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-141-3504-001
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 the general direction of the Program Manager, the Program and Project Supervisor (PPS) participates in establishing and implementing the mission, goals, objectives, and priorities of the branch; and plans the work and supervises the staff of the Rail Transit Safety Section. The PPS is required to travel frequently, often overnight, to accomplish statewide responsibilities, and at times out of state for meetings and training. In addition, the PPS performs the duties listed below.	
<b>% of time</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the <u>ESSENTIAL FUNCTIONS:</u></b>
30%	Plans, directs, and reviews the work of Senior Utilities Engineer (Supervisors) and Senior Utilities Engineers (Specialists) of the Rail Transit Safety Section (RTSS); ensures Senior Utilities Engineer (Supervisors) properly oversee their direct reports in reviewing and approving accident reports, corrective actions plan, and other related matters; attends meetings with rail transit agencies to discuss progress on projects, accident investigations, and corrective actions, and other general safety oversight activities; meets with staff for project updates and other matters.
30%	Oversees, reviews, and/or directs the preparation and/or review/approval of safety oversight plans, audit reports, accident reports, corrective action plans, draft Commission Resolutions and other related documents. Participates in meetings with other branches of the Rail Safety Division, other divisions of the CPUC, rail transit agencies, federal agencies, and other organizations.
15%	Oversees preparation of regular reports, such as annual and monthly reports on branch activities; reviews modification of RTSB policies and procedures, including annual review of RTSB procedure manual; reviews activities staff take in response to federal directives or requests for information; preparation of RTSB comments to proposed federal rulemakings, state legislation; and other related matters.
10%	Advises the Program Manager and recommends action on issues pertaining to the work of the branch, including administrative functions such as budgeting, resource allocation, planning, and personnel development; participates in all aspects of the promotional and new employee hiring process for all subordinate positions, conducts performance reviews of direct reports and takes disciplinary actions when necessary. Oversees Senior Utilities Engineer (Supervisors) conducting performance reviews of their subordinates and taking appropriate disciplinary action when necessary.
5%	Participates in hearings and provides expert witness testimony related to rail transit safety matters, including CPUC rulemaking proceedings and formal Commission investigations. Participates in workshops and other forums for developing rules and regulations.
5%	Represents the Commission or the Branch at conferences, meetings, and public events.

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b> Performs other work-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> [<i>From Class Specs</i>]</p> <p><b>Knowledge of:</b> California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.</p> <p><b>Ability to:</b> Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, email, etc.</li> <li>• This position requires occasional overnight travel within California and out of state for several days, limited work outside of normal business hours, including potentially travel on weekends.</li> <li>• California valid driver's license, Class C, is required.</li> </ul>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>	
SUPERVISOR'S NAME (Print) Daren Gilbert	SUPERVISOR'S SIGNATURE  DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>	
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