



Duty Statement

DIRECTORATE/DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure Directorate/Electrical Safety Policy		Program and Project Supervisor, Public Utilities Commission	681-200-3504-004
BRANCH (if applicable)		WORKING TITLE	CBID
Engineering Branch		Engineering Branch Supervisor	S09
SECTION/UNIT (if applicable)		REPORTING LOCATION	INCUMBENT
		TBD	Vacant
IMMEDIATE SUPERVISOR			
Program Manager			
MISSION STATEMENT			
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.			
POSITION DESCRIPTION			
Under general direction of the Office of Energy Infrastructure Safety’s (Energy Safety) Electrical Safety Policy Division (ESPD) Program Manager, the incumbent is charged with leading the Division's technical/engineering team and its work including: supervising Senior Utilities Engineers and Utilities Engineers; overseeing the review of technical sections of Wildfire Mitigation Plans (WMPs) such as wildfire risk modeling and electrical infrastructure design, operation, and maintenance; reviewing existing safety requirements; and planning a monthly technical working group with utilities and stakeholders. The Supervisor will assist the Program Manager in the formulation of policies and practices to ensure the smooth and efficient functioning of Energy Safety’s ESPD. The supervisor will lead, supervise and direct the work of staff within the Engineering Branch.			
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
35%	Plan, organize, delegate, and direct the activities of Engineering Branch staff; direct technical work to ensure it conforms with applicable rules and regulations and is timely scheduled and completed; evaluate work performance; provide training for staff development with regards to tracking, reporting, analyzing, and investigating utility WMPs. Review and evaluate, or oversee the evaluation of, technical sections of electric utilities' WMPs, including those related to wildfire risk modeling and electrical infrastructure design, operation, and maintenance. Ensure the branch’s programs are in accordance with State funding and budgeting processes. Coach and train new and current staff on technical issues relating to the programs.		
25%	Serve and lead as a subject matter expert on wildfire mitigation, de-energization operations, and all tasks, polices, and regulations pertaining to de-energization and wildfire risk. Work closely with staff and engage stakeholders such as the California Public Utilities Commission (CPUC), CAL FIRE, and the Wildfire Safety Advisory Board to develop policy proposals. Manage contractors and work with consultants, agencies, and industry experts to identify conditions associated with the potential for utility-associated wildfires to assess mitigation measures, emerging trends and technology, and industry best practices for efficacy in reducing the risk of utility-caused wildfire ignitions. Represent Energy Safety in various venues such as seminars, conferences, and industry meetings.		
20%	Assist the Program Manager in formulation of policy and practices for Energy Safety. Participate in inter-divisional management groups to coordinate and develop wildfire safety policies. Actively participate as a member of Energy Safety’s management team with the Program Managers and Director through		



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	management meetings and issue-specific briefings. Visit other Energy Safety offices, attend events, trainings, meetings, and conferences.	
15%	Plan and organize administrative personnel work to include, but not limited to, new employee orientation, probation reports, performance appraisals, and individual development plans (IDPs) of staff within required deadlines. Timely evaluate staff performance and implementation of disciplinary action as needed in accordance with state rules and regulations. Oversee general administrative duties and responsibilities for the branch, including setting employee work hours and attendance expectations.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
<p>Work Schedule: Monday through Friday, 40 hours per week.</p> <p>Communication: Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.</p> <p>Work Location: Energy Safety operates under a hybrid work model, combining remote and in-person work. Telework may be permitted with management approval.</p> <p>Office Environment: When working on-site, employees utilize shared workspaces (hoteling stations).</p>		
TRAVEL REQUIREMENTS:		
Travel may be required, including overnight stays. The incumbent may also be required to work nonstandard hours, including evenings and weekends, and travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, career/job fairs, conferences, meetings, and other activities necessary to perform job duties.		
DRIVING REQUIREMENTS: YES, Possession of valid driver's license is required for this position.		
If driving is required, it will be performed up to: 25% of the time.		
TELEWORK DESIGNATION:		
Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible-remote centered.		
CONFLICT OF INTEREST: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.		
SPECIAL REQUIREMENTS:		
N/A		
PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office		
Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.		
ESSENTIAL PHYSICAL CHARACTERISTICS		
Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.		
Activity	Frequency	Distance/Height



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Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Never	
Crawling	Never	
Kneeling	Never	
Climbing	Never	
Squatting	Never	
Bending (neck)	Never	
Bending (waist)	Never	
Twisting (neck)	Never	
Twisting (waist)	Never	
Reaching (above shoulder)	Never	
Reaching (below shoulder)	Never	
Pushing & Pulling	Never	
Fine Manipulation	Never	
Power Grasping	Never	
Simple Grasping	Never	
Repetitive use of hand(s)	Never	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Never	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Never	
26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.



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SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE