

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communication Division		EFFECTIVE DATE
BRANCH/SECTION Carrier Oversight & Programs Branch High-Cost Support and Surcharge Programs Section		CLASS TITLE Senior Telecommunications Engineer (Non-Supervisory)
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) 680-332-3637-003
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 and Project Supervisor, the incumbent will apply technical knowledge of the telecommunications engineering to inform Division management, CPUC administrative law judges and Commissioners of plant investments in a general rate case and surcharge and user fee related matter. The incumbent will use their expertise to determine whether the proposed plant additions and rate base elements are necessary, cost-effective, and be use and useful in general rate case proceedings as well as analyzing high-cost support issues. In addition, the incumbent will conduct complex analyses to support recommendations on guidelines and rules regarding surcharge and user fees on telecommunication services and well as provide engineering expertise on communications network-related matters and regulatory activities handled by the CPUC's Communications Division. The incumbent will serve as a lead engineer for projects on a team of analysts.		
% 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>	
35%	ESSENTIAL FUNCTIONS: Analyze the technology, engineering design, installations and procurement of proposed investment for plant additions and rate base elements in general rate case proceedings and other high-cost support matters. Review disputes relating to construction expense, and rate base in testimonies and filings. Issue data requests and report findings to be part of the proceeding records. Formulate and make recommendations, e.g., whether proposed plant additions are just and reasonable by assessing whether the project is necessary, cost-effective, and be used and useful by a test year (TY). Present and write recommendations, analyses findings, and reports clearly for commission proceedings and program activities.	
20%	Evaluate telecommunication services to determine whether surcharges or user fees are applicable, develop or modify rules for surcharge and user fees, and develop/and or recommend telecommunication terminology used for establishing program rules and guidelines (e.g. defining access lines). Provide engineering expertise and analysis on communications network-related matters and regulatory activities handled by the CPUC's Communications Division. Issue data requests and report findings to be part of the proceeding records. Maintain and improve knowledge of emerging technologies for telecommunication networks and services including 911 networks, engineering and industry communications standards, and related federal rules and trends through research.	
15%	Prepare reports, analyses, recommendations, and presentations regarding the condition of overall state, company specific, and/or area specific communications infrastructure in California, in response to investment proposal, legislative inquiries, end user inquiries, and assist ALJ, Commissioners, CPUC management, and decisionmakers in proceedings as assigned.	

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10%	Consult and advise Communications Division staff and Commission decision makers on communication technology and telephone corporation service. Assist the project teams as requested to evaluate plants and service types and prepare resolutions or other documents. Other related work (e.g. providing technical engineering consulting service to other branches in the division) regarding telecommunications and communications network
10%	Review and assist with drafting comments on state and/or federal legislation or Federal Communications Commission proceedings regarding telecommunications and communications industry matters.
10%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Conduct on-site visits of telecommunications facilities pertaining to plant additions and rate base elements, and/or communications service.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Electronics theory; engineering mathematics; principles, practices, methods, terminology and trends in wire communication systems engineering and mobile and microwave radio communications engineering including the fields of radio frequency allocations, electromagnetic wave propagation, radio field strength measurements and tolerances; theory and operation of telephone, data telegraph and teletype systems; engineering economics; Federal Communications Commission rules and regulations; traffic handling procedures; California State Communications Law and the Federal Communications Act of 1934.</p> <p>Ability to: Perform radio and electronic research projects; prepare engineering reports and surveys; design; write specifications and make final engineering recommendations on various radio and wire communications systems; analyze technical data; establish and maintain cooperative relations with those contacted in the work; interpret and apply provisions of the California State Communications Act and the Federal Communications Act of 1934; apply knowledge of wire communications systems to the communications problems of State agencies; secure a valid second class or higher radio-telephone operator license issued by the Federal Communications Commission when such license is or will be necessary for performance of the assigned work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Dress appropriately for a business/government environment,</p> <p>Work in an office setting, and outside in varying temperature and uneven ground when inspecting telephone company facilities, as assignments require,</p> <p>Physical ability to work in various types of telephone company facilities where work area may be confined or where climbing on, to, or from facilities (e.g. underground vaults, microwave towers, central office buildings),</p> <p>Willingness to travel throughout the state, with overnight travel,</p> <p>Travel to conduct site visits, as necessary. Such travel may be any combination of the following: airline, automotive, including 4-wheel drive. Required travel may be to facilities and/or proposed facilities located anywhere in California. Such travel may be to any telecommunications/communications facilities located in remote areas requiring travel off paved roads. Required to operate vehicles for such travel in accordance with a California Class C driver's license,</p> <p>Reliability regarding work attendance and completing jobs on time, on budget, with quality deliverables.</p>

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