

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Consumer Protection and Enforcement Division (CPED)		EFFECTIVE DATE
BRANCH/SECTION Transportation Licensing & Analysis Branch (TLAB)		CLASS TITLE Public Utilities Regulatory Analyst V (PURA V)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-167-4616-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 general direction of the Program and Project Supervisor, the PURA V will research, analyze, and implement a broad array of transportation policies and programs, including those related to transportation network companies such as Uber and Lyft, and emerging technologies such as for-hire electric and autonomous vehicles.		
% 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>	
40%	ESSENTIAL FUNCTIONS: Advises management and Commissioners on transportation matters involving the widest scope and greatest complexity. Provide expert guidance on policy development, regulatory issues, and strategic initiatives impacting the transportation sector. Assist in drafting formal Commission decisions and orders, ensuring clarity and compliance with legal and regulatory standards on a regular basis. Maintain frequent communication with high-level officials both within and outside of the Commission, including Commissioners, industry representatives, and legislators to foster collaboration, gather insights, and facilitate informed decision-making.	
20%	Coordinate major research projects and analyze emerging transportation business models to identify innovative strategies and practices that can enhance efficiency, sustainability, and accessibility in the transportation sector. Develop and implement comprehensive studies and programs that evaluate the potential statewide implications of these models, including their impact on economic growth, environmental considerations, and community engagement. Utilize data-driven approaches to assess the feasibility and effectiveness of proposed initiatives, and collaborate with stakeholders, including governmental agencies, private sector partners, and community organizations, to ensure alignment with statewide transportation goals. Present findings and recommendations to relevant authorities and facilitate the adoption of successful strategies to improve transportation systems across the state.	
20%	Conduct complex data, economic, policy and legislative analysis. Conduct comprehensive analyses encompassing complex data sets, economic trends, policy frameworks, and legislative implications to inform decision-making processes. This includes gathering and interpreting quantitative and qualitative data, assessing the economic impact of proposed policies, and evaluating existing legislation to identify strengths, weaknesses, and areas for improvement. Develop detailed reports and presentations that synthesize findings and provide actionable insights for stakeholders, including government agencies, policymakers, and community organizations. Collaborate with cross-functional teams to ensure that analyses align with strategic objectives and contribute to evidence-based policy recommendations that promote informed governance and effective resource allocation. Regularly update stakeholders on emerging trends and shifts in the regulatory landscape that may affect organizational operations and strategic initiatives.	

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15%	<p>Appear at public hearings and facilitate discussions to represent the Commission's interests and initiatives effectively. Prepare comprehensive policy reports that analyze key issues, propose strategic recommendations, and convey the Commission's position on various transportation matters. Lead workshops aimed at educating stakeholders and fostering dialogue on relevant policies and practices. Act as the Commission's representative before other state agencies and the Legislature, promoting collaboration, advocating for the Commission's objectives, and ensuring alignment with broader governmental goals. Maintain a proactive approach in engaging with stakeholders to gather input, address concerns, and enhance understanding of the Commission's initiatives within the legislative and regulatory framework.</p> <p><u>MARGINAL FUNCTIONS:</u></p>
5%	<p>Other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p> <p>Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including but not limited to personal computer applications, telecommunications equipment, Internet, voicemail, and email. • Occasional travel throughout the state of California to include overnight, several days at a time and long distances.

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

SUPERVISOR'S NAME (Print) Stephanie Seki	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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BRANCH/SECTION Transportation Licensing & Analysis Branch (TLAB)	CLASS TITLE Public Utilities Regulatory Analyst IV (PURA IV)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-167-4615-XXX

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BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under general direction of the Program and Project Supervisor, the PURA IV will research, analyze, and implement a broad array of transportation policies and programs, including those related to transportation network companies such as Uber and Lyft, and emerging technologies such as for-hire electric and autonomous vehicles.

% 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)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Advises management and Commissioners on a wide scope of complex transportation matters. Provide guidance on policy development, regulatory issues, and strategic initiatives impacting the transportation sector. Assist in drafting formal Commission decisions and orders, ensuring clarity and compliance with legal and regulatory standards on a regular basis. Maintain frequent communication with high-level officials both within and outside of the Commission, including Commissioners, industry representatives, and legislators to foster collaboration, gather insights, and facilitate informed decision-making.</p>
25%	<p>Research and analyze emerging transportation business models to identify innovative strategies and practices that can enhance efficiency, sustainability, and accessibility in the transportation sector. Develop and implement comprehensive studies and programs that evaluate the potential statewide implications of these models, including their impact on economic growth, environmental considerations, and community engagement. Utilize data-driven approaches to assess the feasibility and effectiveness of proposed initiatives, and collaborate with stakeholders, including governmental agencies, private sector partners, and community organizations, to ensure alignment with statewide transportation goals. Present findings and recommendations to relevant authorities and facilitate the adoption of successful strategies to improve transportation systems across the state.</p>
20%	<p>Conduct complex data, economic, policy and legislative analysis. Conduct comprehensive analyses encompassing complex data sets, economic trends, policy frameworks, and legislative implications to inform decision-making processes. This includes gathering and interpreting quantitative and qualitative data, assessing the economic impact of proposed policies, and evaluating existing legislation to identify strengths, weaknesses, and areas for improvement. Develop detailed reports and presentations that synthesize findings and provide actionable insights for stakeholders, including government agencies, policymakers, and community organizations. Collaborate with cross-functional teams to ensure that analyses align with strategic objectives and contribute to evidence-based policy recommendations that promote informed governance and effective resource allocation. Regularly update stakeholders on emerging trends and shifts in the regulatory landscape that may affect organizational operations and strategic initiatives.</p>

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15%	<p>Appear at public hearings and facilitate discussions to represent the Commission's interests and initiatives effectively. Prepare comprehensive policy reports that analyze key issues, propose strategic recommendations, and convey the Commission's position on various transportation matters. Lead workshops aimed at educating stakeholders and fostering dialogue on relevant policies and practices. Act as the Commission's representative before other state agencies and high-level officials, promoting collaboration, advocating for the Commission's objectives, and ensuring alignment with broader governmental goals. Maintain a proactive approach in engaging with stakeholders to gather input, address concerns, and enhance understanding of the Commission's initiatives within the legislative and regulatory framework.</p> <p><u>MARGINAL FUNCTIONS:</u></p>
5%	<p>Other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p> <p>Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including but not limited to personal computer applications, telecommunications equipment, Internet, voicemail, and email. • Occasional travel throughout the state of California to include overnight, several days at a time and long distances.

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