

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy		EFFECTIVE DATE
BRANCH/SECTION Energy Efficiency Branch		CLASS TITLE Public Utilities Regulatory Analyst II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento or Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-324-4593-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 direction of the Program and Project Supervisor (PPS) the incumbent will perform responsible, varied, and difficult policy and/or technical analytical work associated with the Commission's oversight of energy policies and programs. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.		
% 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)	
40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Conducts the more technical economic, policy and/or analyses for assigned areas, including but not limited to: performing research, analysis, and makes recommendations on findings to management by compiling summaries and recommendations and/or options; preparing briefing packages and/or presentations for Administrative Law Judges (ALJs), Commissioners and other decision makers, and interested parties regarding assigned issues, rulings, and proposed decisions.</li> <li>Apply existing analytical methods to more difficult problems in assigned areas, such as being able to independently determine the most appropriate spreadsheet modeling tools and reports pertaining to trends in utility revenue requirements, sales, rates, and bill impacts.</li> <li>Carry out assignments of limited scope that may be reviewed by higher level staff, providing accurate status reports, and meeting internal and external deadlines.</li> </ul>	
35%	<ul style="list-style-type: none"> <li>Assist in the preparation and participation in workshops and/or stakeholder meetings directed by higher level staff.</li> <li>Present ideas, research, analysis, findings and recommendations orally and in writing to stakeholders, managers, and decision-makers.</li> <li>Review and address advice letters and assist in drafting resolutions, legislative reports, and public presentations.</li> </ul>	
20%	<ul style="list-style-type: none"> <li>Review and provide supporting analyses for proposed decisions and assist in drafting briefing materials and delivering presentations to management and decision-makers.</li> <li>Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings.</li> <li>Communicate at the staff-level within the CPUC, utilities, and other organizations, and agencies.</li> </ul>	

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Other related job duties as required.</li> <li>• Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.</li> <li>• To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></b></p> <ul style="list-style-type: none"> <li>• <b>Knowledge of:</b> Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations, Public Utilities Commission Code, and rate-making policy and procedures.</li> <li>• <b>Ability to:</b> Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work, and independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.</li> </ul> <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, voicemail, email, etc.</li> <li>• Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.</li> <li>• Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Hal Kane	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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# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Energy		<b>EFFECTIVE DATE</b>	
<b>BRANCH/SECTION</b> Energy Efficiency Branch		<b>CLASS TITLE</b> Public Utilities Regulatory Analyst I	
<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 or Los Angeles	
<b>INCUMBENT (if known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-324-4592-xxx	
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<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under supervision of the Program and Project Supervisor (PPS) the incumbent will perform responsible, varied, and difficult policy and/or technical analytical work associated with the Commission's oversight of energy policies and programs. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.			
<b>% of time performing duties</b>		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%	<b><u>ESSENTIAL FUNCTIONS:</u></b> <ul style="list-style-type: none"> <li>Conducts technical economic, policy and/or analyses for assigned areas, including but not limited to performing research, analysis, and makes recommendations on findings to management by compiling summaries and recommendations and/or options; preparing briefing packages and/or presentations for Administrative Law Judges (ALJs), Commissioners and other decision makers, and interested parties regarding assigned issues, rulings, and proposed decisions.</li> <li>Apply existing analytical methods to more difficult problems in assigned area, such as being able to independently determine the most appropriate spreadsheet modeling tools and reports pertaining to trends in utility revenue requirements, sales, rates, and bill impacts.</li> <li>Under supervision, make appropriate recommendations on public utility regulatory issues and challenges of limited scope.</li> </ul>		
35%	<ul style="list-style-type: none"> <li>Assist in the preparation and participation in workshops and/or stakeholder meetings directed by higher level staff.</li> <li>Present ideas, research, analysis, findings and recommendations orally and in writing to stakeholders, managers, and decision-makers.</li> </ul>		
20%	<ul style="list-style-type: none"> <li>Review and address advice letters and assist in drafting resolutions, legislative reports, and public presentations.</li> <li>Review and provide supporting analyses for proposed decisions and assist in drafting briefing materials and delivering presentations to management and decision-makers.</li> </ul>		

# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>Other related job duties as required.</li> <li>Coordinates with analysts in other sections or branches on related issues.</li> <li>To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <ul style="list-style-type: none"> <li><b>Knowledge of:</b> 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.</li> <li><b>Ability to:</b> 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.</li> </ul> <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, voicemail, email, etc.</li> <li><b>Safety:</b> Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.</li> <li>Occasional travel may be required within and outside the state of California to include evenings, weekends, or several days at a time.</li> <li>Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.</li> </ul>	
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<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.</b>		
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