

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety Policy Division		EFFECTIVE DATE
BRANCH/SECTION Safety Management System Branch		CLASS TITLE Program Manager
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles, San Francisco, or Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-150-3503-001
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 Safety Policy Division Director, the incumbent is responsible for planning, organizing, and managing the work of the Safety Management System Branch. The primary responsibility of this Branch is to lead the Safety Policy Division's role in providing program planning, implementation oversight, analytical and planning support for Utility Safety Culture and Governance, Utility Risk Assessment, Wildfire Mitigation, Utility Infrastructure Safety, and related safety policy subject areas.		
% 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 an additional sheet if necessary)	
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Plays a major leadership role within the Division by strategically guiding the work of the Program and Project Supervisors and staff in the Branch. Manages, plans, coordinates, and provides leadership for all the activities of the Branch and its sections. Guides, assigns and actively participates in policy development related to the work of the Branch; delegates responsibility to Program and Project Supervisors and/or project coordinators where appropriate; monitors the quality of work performed and works with the senior management team to develop tracking systems for Section, Branch, and Division-wide work; coordinates Branch work and staff resources with other Division sections, other Divisions, and Commission offices; and actively participates as a member of the Division's senior management team with other Program Managers and the Director.</p> <p>Directs Branch activities, including staff allocation, work product review for policy consistency and work quality; creates and utilizes written documents to track staff assignments and activity; utilizes regular meetings with the other Program Managers and Division Director to brief and address policy issues and ensure resources for Division proceedings and other work; and participates in strategic planning efforts for the Branch and the Division.</p>	
20%	Provides expertise and guidance on policy to Safety Policy Division and the Commission. Recommends policy changes to existing regulations affecting branch and division programs. Appears as a representative of the Commission in various venues such as the Legislature, Governor's office, intergovernmental working groups, seminars, conferences, and industry meetings.	
15%	Works with the Division Liaison and support staff personnel to coordinate with Human Resources (HR) Management on HR-related matters. Directs and is responsible for HR-related activities in the Branch, including training, hiring, promoting performance reviews, expectations, and discipline. Maintains updated knowledge of management techniques aligned with all applicable state rules and regulations. Responsible for timely evaluation of staff performance and implementation of disciplinary action as needed in accordance with state rules and regulations. Provides training and development and mentorship opportunities for staff, including identifying training needs for Branch employees and identifying needed skills for new hires and promotional opportunities.	

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

15%	<p>Oversees general administrative duties and responsibilities for the Branch, including the work preview, and work tracking systems. Oversees the development and adherence to Division-wide management and administrative systems, as well as ensuring appropriate related training is provided to staff.</p> <p>Oversees the budgeting, travel, and timekeeping of staff including proper tracking of Employee Time System (ETS), reviewing and approving travel and training expenditures, and developing budget change proposals to modify personnel resources. Performs other administrative responsibilities under the direction of the Deputy Director or Director, as needed.</p>	
5%	<p>Acts as a contact for news media, officials from utilities, other government agencies, members of community-based organizations, and the general public. Responsible for and provides oversight of delegated staff engaging in similar activities.</p>	
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other work-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: 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 costs, taxes, and rate bases; financial structure, terminology, and prescribed accounting classifications for utilities; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and standards of safety and service; procedures of conducting hearings before the Public Utilities Commission and other regulatory agencies; Federal Communications Act, Federal Power Act, and Natural Gas Act; conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments; principles and methods of personnel management and supervision including the understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.</p> <p>Ability to: Plan, direct, and coordinate the work of a staff of assistants; plan and supervise research work and analyze data; plan and supervise the preparation of exhibits; write reports and orders and prepare recommendations to the Commission; conduct conferences; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for a business/government environment. • Occasional travel to include evenings, overnight, weekends, or several days at a time. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
<p>SUPERVISOR'S NAME (Print)</p> <p>Danjel Bout</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
<p>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 the absence of relief, to equalize peak work periods, or otherwise balance the workload.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>