

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION Homeport VIII/Records Unit/Docket Office		CLASS TITLE Analyst II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-5393-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 Supervisor I, the Analyst II reviews and analyzes all formal filings before the Commission for compliance with the Commission's Rules of Practice and Procedure (Rules), the Public Utilities Code (Pub. Util. Code), Commission decisions or General Order (GOs), and practices developed over time to facilitate the efficient resolution of procedural matters that come up with filings. The Analyst II also maintains the official record of documents within a proceeding.		
% 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%	<u>ESSENTIAL FUNCTIONS:</u> Reviews, Analyzes, and Accepts or Rejects Formal Filings Before the Commission - Reviews electronic and hard copy filings for compliance with statutory requirements, Rules, Commission Decisions, and Administrative Law Judge (ALJ) Rulings based on the type of document tendered for filing. Works with a high-volume workload of approximately 50–80 electronic docket filings per day, prioritizing tasks to ensure accuracy and compliance with statutory and procedural deadlines. - Reviews and analyzes filings to determine compliance, then processes the filing through the Agency Review Module or its successor in compliance with applicable filing requirements set forth in the Rules, the Pub. Util. Code, Commission decisions, and GOs. - Determines if a tendered document is non-compliant and rejects the document for filing in accordance with Rule 1.14(c). E-mails filer outlining the reasons for rejection and required corrective actions and monitors the filer's efforts to cure deficiencies within the allotted timeframe. - Maintains confidentiality of records that are kept under seal in accordance with Pub. Util. Code 583, GO 66-D, and Commission decisions and resolutions. - Receives filing fees associated with filed documents in accordance with Rule 1.16, records payment into the Case Information System (CIS), and circulates to Fiscal Office for processing.	
30%	When a formal filing is determined to be complex non-standard, completes the following additional steps: - Conducts in-depth research and analysis on complex non-standard filing to determine the appropriate course of action. Develops proposed recommendation to address filing for Records Unit management and/or Docket Office Advisor's approval. May consult with Legal Division, ALJs, and ALJ Management in the development of recommendations for enactment. Enacts approved course of action to ensure filing is processed timely and in compliance with all aforementioned requirements. - Creates and maintains internal resource manual for Docket Office staff on resolution of non-standard filings to ensure consistency and allow for effective resolution by Records Unit management on a case-by-case basis.	

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10%	Records Retention Analysis and Transfer to State Records Center • Prepares records retention schedule, records management schedule, and records transfer lists in compliance with the Commission's records retention policy (Resolution L-204). • Identifies formal files to purge and/or confidentially destroy after the record's lifecycle ends.
5%	Reviews Complex Public Records Act (PRA) Requests • Analyzes and interprets PRA requests that reference a subject without specific decision or case numbers. Conducts entry searches in the CIS Oracle database to identify the appropriate proceeding(s) and corresponding case numbers. Consults with the assigned ALJ to obtain additional information related to the PRA request if needed. Prepares and issues acknowledgments of PRA requests and provides requested records or responses in accordance with PRA requirements. • Coordinates with Legal Division to review and redact confidential or sensitive information, including personally identifiable information, in response to PRA requests. Enacts guidance from Legal Division related to the PRA request.
5%	Communication with Filers • Responds to filer inquiries by phone, written correspondence, or in person, when the filer has questions with Records Unit procedures or the e-filing system. Elevates concerns to Records Unit management, as needed.
5%	Training, Processes, and Content Management • Maintains current knowledge of evolving Docket Office protocols and Commission policies through ongoing training. Evaluates existing docket procedures to identify gaps and inconsistencies and collaborates with Records Unit management and staff to develop and implement process improvements, procedural updates, and effective solutions. Develops and maintains internal controls, checklists, and standard operating procedures to promote consistency and risk mitigation. • Assists Supervisor I with content management for Records Unit informational materials, graphics, and related content on CPUC website. Completes training and attends meetings conducted by the CPUC's Information Technology Services Division Web Development Team as needed.
5%	<u>MARGINAL FUNCTIONS:</u> • In the absence of the Legal Secretary, prepares the Commission's Daily Calendar. Performs other job-related duties as assigned. • <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. All of the above, and methods and techniques of effective communication and leadership. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. All of the above, and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

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	<u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Ability to lift/move up to 20 pounds of case files, books, exhibits, and/or manuals. • May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties. • Ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties. • Occasional travel that may include overnight, evenings, weekends or several days at a time.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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