

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Consumer Protection and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Utility Enforcement Branch		CLASS TITLE Public Utilities Regulatory Analyst IV
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) 680-167-4615-002
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 (PPS), the incumbent is responsible for planning and implementing consumer protection and other enforcement cases involving energy, telecommunications, and water companies. The incumbent will prepare and/or coordinate the preparation of reports/testimony to be used in connection with Commission investigations and/or Superior Court proceedings.		
% 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> <u>Enforcement Litigation:</u> The PURA IV plans, organizes, leads and/or independently conducts the more complex investigations of violations of Public Utilities Code, generally applicable consumer protection laws and Commission rules and regulations relating to consumer fraud including, but not limited to, unfair business practices, abusive marketing, unauthorized billing and facilities citing. He or she works with assigned PU Counsel and outside prosecuting agencies to prepare and litigate high-profile cases against persons or corporations suspected of violating the Public Utilities Code, consumer protection statutes and specific Commission rules and decisions. The PURA IV also gathers and analyzes evidence, interviews witnesses, prepares expert testimony and reports, testifies in hearings, assists attorneys in preparing briefs, and oversees the implementation of Commission decisions, if required, which may include coordinating with other divisions regarding fine collections, customer restitution and revocation of operating authority. The PURA IV monitors the business practices of previously investigated companies to ensure their adherence to the law. The PURA IV will also be assigned to informal enforcement actions which will involve preparing discovery, collecting industry data, communicating with industry representatives and individual providers, and negotiating settlement agreements.	
25%	<u>Policy Analysis:</u> The PURA IV participates with other divisions in the preparation of policy rulemakings before the Commission or outside agencies such as the Federal Communications Commission to evaluate and comment on policies and regulatory approaches to consumer protection. The PURA IV works with the PPS and Program Manager (PM) to provide input to the Commission offices and to other Commission divisions regarding policy initiatives that impact consumer protection.	
15%	<u>Industry Monitoring:</u> The PURA IV attends training, industry and consumer protection meetings to keep apprised of business practices and trends in the communications and energy industry and utilizes that knowledge to assist the Branch in reviewing and updating enforcement practices.	

