

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division	EFFECTIVE DATE
BRANCH/SECTION Electric Safety and Reliability Branch/Generation and Energy Storage Section	CLASS TITLE Public Utilities Regulatory Analyst III (PURA III)
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) 680-439-4611-002
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 general direction of the Senior Utilities Engineer - Supervisor, the incumbent serves in a staff – and at times lead - capacity responsible for evaluating, updating, implementing, and enforcing the operation, maintenance, performance, and safety standards of electric generation and energy storage system infrastructure, particularly those standards identified in GO 167-C. The incumbent conducts policy development and complex research and analytical work related to electric-generating and energy storage facilities in California.

% 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>
	<u>ESSENTIAL FUNCTIONS:</u>
30%	Plan, organize, and lead policy analysis and research, and make appropriate recommendations related to the safety, reliability, and performance of electric generating facilities and energy storage systems. Gather, analyze, and maintain data on facility performance, outage, operations, maintenance, and performance history, verify compliance with applicable rules and standards. Prepare reports and provide recommendations based on detailed analyses to assist management in developing, implementing, and enforcing electric generation facility and energy storage system safety standards as they relate to the design, installation, testing, operation, and maintenance of these facilities. Utilize advanced automated processes and statistical software to capture data and apply quality control procedures to design and implement research projects. Prepare spreadsheets, reports, charts, and tables; perform basic arithmetic and statistical techniques to analyze numerical data.
25%	Research, develop, and implement analytical tools and dashboards to analyze data and metrics to evaluate and assess utility safety performance. Conduct research on data analysis methods and techniques including gathering, collection, and integration of structured and unstructured data; trend analysis procedures. Design, implement, and maintain systems by collecting and storing research and survey data related to electric generating facilities and energy storage systems' safety, reliability, regulatory compliance and performance. Design and publish ESRB websites for public information and awareness. Identify data management strategy including methodology for data quality control, software for data storage and analysis, and visual presentation of analytical results. Work closely with the engineers to assess the effectiveness of safety and reliability guidelines to assure that the rules and standards are meaningful and enforceable. Prepare and present quantitative and qualitative data visually using charts, graphs, tables, and other appropriate methods to complete reports and/or develop presentations.
20%	Conduct research into operation, maintenance, safety and reliability standards that may be associated with integration of and increased reliance on new technologies such as battery energy storage systems. Lead and organize compliance filing process and review integrity of compliance documents to ensure accuracy and completeness according to compliance requirements. Communicate with owners of electric generators and energy storage systems, file and update compliance filings and maintain PPOR records. Maintain and update PPOR database and work with IT to report and resolve database issues.

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

% 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>
10%	Participate in Commission proceedings involving issues related to safety and reliability of electric generation and battery energy storage systems as a Safety and Enforcement Division representative. Prepare reports, written testimony, and exhibits, and help draft formal filings. Participate in and/or conduct Commission workshops to assist in the development of new policies, rules, regulations and programs as they relate to battery energy storage or electric generation. Provide presentations to management, industry groups, government representatives, and the media on electric generation issues and topics. Interact and coordinate with groups within the Commission and entities such as the California Independent System Operator and California Energy Commission. Participate in review of proposed legislation and in the implementation of statutory requirements.
5%	Support the section's summer reliability efforts including analyzing generators' summer reliability readiness actions and plans, reviewing power plant outage reports on a daily basis, and compiling outage information into reports for management. Participate in summer reliability coordination meetings and briefings. Review and address regulatory inquiries timely and appropriately.
5%	Assist the engineers with the review and assessment of electric generating facilities' operation and maintenance records and participate in site visits and incident investigations to determine compliance with Public Utilities Code and Commission's General Order requirements.
	<u>MARGINAL FUNCTIONS:</u>
5%	Support other branch functions and priorities. Perform other related duties as required.
	<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: 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.. 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Strong effective interpersonal skills, ability to work both alone and collaboratively. • Ability to show initiative, take responsibility, exercise independence and good judgment, be adaptable to change, pay attention to details and process information quickly, work well under pressure and with minimal oversight, and complete tasks timely and, if needed, on short notice. • Dress appropriately for a business/government environment. • Incumbent may be required to travel, including overnight stays, and on occasion be required to work unusual hours. • Possession of a valid California Driver's License, Class C, is required.

STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

% 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>	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Ryan Hart	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