

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration Branch Budget and Administration Section	CLASS TITLE Analyst I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 am – 5:00 pm	PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 380-321-5157-006
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 supervision of Supervisor I, the incumbent performs complex technical analytical assignments in the areas of budget management, fiscal operations, contracts, and administrative support to the Energy Division Budget & Administration section. The position provides consultative services to division's staff and management and serves as liaison with other divisions' fiscal sections teams, CPUC central Budget Office, Accounting and Contracts offices to coordinate and resolve complex budgetary and contractual issues. Responsibilities require conducting independent research and exercising independent judgment to interpret and apply statutes, regulations and procedures. 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. <i>(Use additional sheet if necessary)</i>
30%	<u>ESSENTIAL FUNCTIONS:</u> Budget and Fiscal Administration: - Assist the Energy Division Budget Control Officer (BCO) in the preparation, development, and analysis of the annual operational budget by coordinating with program managers and supervisors to gather cost estimates and financial metrics, develop supporting justifications and narratives for proposed funding requests, compiling financial data and analyzing spending trends to develop accurate and comprehensive budget proposals. - Monitor budget performance throughout the fiscal year, review and analyze monthly accounting reports and expenditure trackers to ensure spending aligns with program funding and approved budgets and verify that encumbrances and expenditures are consistent with budget allocations. Coordinate with accounting and budget teams to process expenditure correction requests and budget reallocation requests, as needed. Prepare budget reports, summaries, and support documentation for management review and assist with budget adjustments, forecasts, and ongoing financial planning activities. - Assist with the coordination, preparation, review, and submission of Budget Change Proposals (BCPs) to ensure accuracy, completeness, and alignment with established budget guidelines. Collaborate with managers, accounting, and budget teams to gather financial data, validate assumptions, and develop supporting budget justification materials. Track BCP submissions and approval status, respond to requests for additional information from the Budget Office, OGA, DOF, and LAO, and support the implementation of the approved BCPs. - Assist with personnel budgeting activities by gathering and compiling staff fiscal coding information in coordination with the Accounting Office to ensure records are accurate, current, and properly maintained.
30%	Procurement and Contract Administration: - Review and analyze procurement requests for Equipment, Supply and Services (ESSR) to ensure adequate funding is allocated prior to processing requests, including requests for subscriptions, equipment, IT/software, training/ travel/conferences, career fairs, and other operational needs. Collect, review, and analyze required forms and supporting documentation for Procurement and Contracting (P&C) activities. - Assist with administration of professional services contracts by coordinating contract activities, timelines, invoice submissions ensuring compliance with established policies and procedures. - Collaborate with vendors, procurement, and budget teams to support purchase order and/or contract execution, track expenditures, and address administrative or financial issues. Maintain contract records, monitor funding availability, and assist with contract modifications, renewals, and closeout activities as needed.

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30%	<u>ESSENTIAL FUNCTIONS <i>cont'd</i>:</u> - Assist with monitoring and tracking grant program funds by maintaining financial and programmatic records, monitoring expenditures and funding balances, tracking grant milestones and reporting deadlines, and ensuring compliance with grant requirements, applicable regulations, and organizational policies. programs. Coordinate with other partner divisions that administer grant programs to ensure effective communication, consistent implementation, and compliance with program requirements. - Generate and analyze labor reports to monitor personnel expenditures, reconcile payroll costs to support budget planning and financial reporting. Travel and Training Administration: - Assist Energy Division staff with submission of travel and training requests and reimbursement claims, and work with the accounting office and respective staff to collect and analyze the supporting documents, including receipts, invoices, conference agendas, training completion certifications, etc. Process Travel and Training Authorization forms (TTAs). - In coordination with the Travel and Training Project Manager and Training Coordinator, track training events and update budget information on travel and training. - Assist with organization of internal workshops and trainings across all CPUC offices (San Francisco, Sacramento, Los Angeles). - Coordinate with the training providers/vendors/suppliers on registration and payment terms and conditions. - Post external and internal training events to the Events Calendar and send reminders to staff about these events. - Assist in management of training contracts by coordinating contract activities, monitoring contract timelines and deliverables, reviewing supporting documentation, and ensuring compliance with established policies and procedures. Collaborate with vendors, procurement, and budget teams to support purchase order and/or contract execution, track expenditures, and address administrative or financial issues. Maintain training contract records, monitor funding availability, and assist with contract modifications, renewals, and closeout activities as needed. <u>MARGINAL FUNCTIONS:</u> Special Projects and Backup Support Develop budget tracking tools and complete special projects and assignments as needed. Assist with preparing budget presentations for the Energy Division management and external stakeholders. Research, write, and edit materials and guidelines documents to apply statutes, regulations, policies and procedures for staff and management awareness. Perform other duties as required under the scope of the classification. As assigned, serve as a back-up to other staff in the Branch. Perform other job-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. 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.
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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel will be required within the state of California to include evenings, weekends, or several days at a time. All forms of travel may be required as needed (car, plane, train, and/or bus).
- Requires being in a stationary position, consistent with office work, for extended periods.
- Standard office environment (for example, artificial lighting, controlled temperature, etc.).
- Must be able to move/transport office supplies/equipment weighing up to 25 pounds, with or without reasonable accommodation.
- Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.
- Please note that this position requires an in-office presence of at least three (3) days per week.
- Overtime may be required.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Medea Tsitskishvili		

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