

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Consumer Protection and Enforcement	EFFECTIVE DATE
BRANCH/SECTION Transportation Enforcement/ Field Enforcement	CLASS TITLE Public Utilities Regulatory Analyst III
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION US - San Francisco, Sacramento, Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-166-4611-008; 680-166-4611-005
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 a Program and Project Supervisor (PPS), the PURA III conducts moderate to complex economic, policy and/or technical analyses and research on passenger transportation matters. PURA III independently prepares or contributes to technical and investigative reports, audits, testimony, legislative analysis and procedures. Advises leadership regarding for-hire transportation enforcement and consumer protection issues that involve transportation network companies, bus and limousine service, and electric and driverless vehicles.	
% 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> • Conducts enforcement actions, surveillance, and extensive analysis related to passenger transportation carriers' /charter party carriers (TCP) activities at Los Angeles Airport (LAX). • Investigates alleged violations of the Public Utilities Code, Commission regulations and other federal, state, and local laws by airport and other passenger transportation carriers. • Assist members of the Los Angeles Airport Police Department (LAXPD) in accessing CPED's carrier database. • Conduct training to LAXPD and Landside staff of TCP rules and regulations. • Serve as a subject matter expert to all transportation related matters when called the LAXPD, Landside, LAX Risk Management and may be called upon to appear as a witness in court proceedings and administrative hearings. The Investigator may ride along with LAXPD or Landside personnel to observe TCP carrier operations, provide an independent record of any violations, and generate leads for CPED investigations. Investigators attend periodic meetings with joint entities to evaluate TCP Enforcement program.
25%	• Conduct moderately complex economic, financial, policy, legislative and/or technical analyses, research, investigations and/or audits related to passenger transportation, using a variety of methods, qualitative information and quantitative skills. • Prepare and present appropriate recommendations to management. • Serve non-compliant carriers with official notices, cease and desist letters, and punitive citations. Independently carry out assignments, provide accurate status reports and meet deadlines.

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25%	• Prepare moderately complex investigation reports and/or testimony to defend against citation appeals; testify in hearings. • Coordinate with attorneys on litigation strategy; support negotiations during the settlement process. • Prepare reports and recommendations for local prosecution; may be called to serve as expert witness. • Write protests to moderately complex and controversial passenger carrier applications and other filings. • Conduct field research and inspections independently, but also in coordination with other regulatory and enforcement agencies; prepare findings or results; brief management as necessary. • Prepare presentations and provide legislatively mandated training to local and state law enforcement agencies on statutes and regulations regarding passenger carriers. • May develop or contribute to procedures, guidelines and process improvements. • Represent the organization at intra-agency, inter-agency and public meetings and workshops. • Support studies, projects, and/or programs.
5%	• Attend training, complete agency work tracking system entries, and perform other duties as required. • Compile and maintain organized and confidential electronic and hard copy files.
5%	<u>MARGINAL FUNCTIONS:</u> Perform other job-related duties and assignments as required to support the efforts of the Branch and Division. <u>KNOWLEDGE AND ABILITIES [From Class Specs]</u> Knowledge of: Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining to public utilities and transportation regulations. Ability to: Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Communication-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Communication, written, oral and interpersonal, analytics, and attention to detail. • Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. • Effectively relate to all staff levels and work as a member of a team. • Variable office temperature. • Able to complete Peace Officer Training Class PC 832.

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- Regional travel with an occasional weekend and overnight stay.
- Operation of a State-owned vehicle, private vehicle use, or vehicle rental will be required for field operations

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Contribute to continuous improvement and a positive, high-performing work environment.

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

SUPERVISOR'S NAME (Print)

Shirley Lei

SUPERVISOR'S SIGNATURE

DATE

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