

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications		EFFECTIVE DATE
BRANCH/SECTION Broadband, Video & Market Branch/ California Advanced Services Fund Section		CLASS TITLE Research Data Analyst II (Geographic Information Systems)
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) 680-631-5731-001
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 & Project Supervisor, the incumbent will perform a broad range of research and analysis including collection, interpretation, organization, and mapping of broadband eligibility and demographic data related to the implementation of the CASF program, as well as geographic analysis relating to other projects or programs as needed.		
% 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. (Use additional sheet if necessary)	
35%	<u>ESSENTIAL FUNCTIONS:</u> Under the general supervision of the Program and Project Supervisor, the incumbent will perform the functions outlined below. <u>To Implement the California Advanced Services Fund (CASF) program in accordance with statute and Commission guidelines and policies, the incumbent will:</u> - Investigate broadband availability and subscribership data, along with demographic data, for the CASF program; - Create shapefiles, maps and verify demographic data of CASF applications including but not limited to: eligibility of unserved areas, number of locations, median household income; - Create a master geodatabase of proposed CASF projects including shapefiles, LocationIDs, and census data to integrate with California Interactive Broadband Map; - Coordinate with Broadband Mapping Team to incorporate changes to the California Broadband Interactive Map; - Review challenges to CASF projects, determine validity, reconciles changes.	

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20%	<u>ESSENTIAL FUNCTIONS:</u> • Assist analysts with creation and maintenance of mapping and location data section of Grant Management System used for incoming CASF applications. • Provide guidance, consultation, recommendations regarding the Commission's broadband mapping data and tools to enhance their usefulness for the CASF program; • Provide training to staff in use of these applications and tools; and • Identify and recommend development or enhancement of other tools and processes used for CASF program operations
20%	<u>To support development of policies, rules, guidelines related to the CASF program, the incumbent will:</u> • Conduct basic and complex GIS, statistical and other technical analyses; • Prepare written reports including but not limited to: staff proposals, white papers, memos and Commission resolutions • Attend workshops and other public forums required by statute or part of CASF proceedings to establish new rules, such as the annual CASF Workshop and the identification of priority areas for broadband service.
20%	<u>To provide information on the CASF program and maintain effective communication channels, the incumbent will:</u> • Analyze program data and prepares necessary summary charts/tables for written reports regarding the CASF program; • Respond to inquiries from the Broadband Regional Consortia, members of the public and other governmental agencies as needed regarding the CASF program and related issues; and • Maintain and update CASF website and public information related to the CASF program.
5%	<u>MARGINAL FUNCTIONS:</u> • Provide consultative services, and collaboratively work with Commission management and staff, department staff, legislative bodies, governmental entities, commission, and or external stakeholders. • Perform other duties as assigned.

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Knowledge of: Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures. Design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. Query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.

Dress appropriately for a business/government environment.

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

SUPERVISOR'S NAME (Print)

Louise Fischer

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