

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety Policy Division		EFFECTIVE DATE
BRANCH/SECTION Safety Management Systems/Electrical Undergrounding Plan		CLASS TITLE Program and Project Supervisor (PPS)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-150-3504-002
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 Manager (PM), the incumbent is responsible for supervising, planning, and coordinating the activities of the Electrical Undergrounding Program Section (Section). The incumbent directly oversees the work of Section staff, coordinates work with other Safety Policy Division sections, Commission divisions, and state agencies, as necessary, and actively participates as a member of the Safety Policy Division's management team.		
% 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)	
	<u>ESSENTIAL FUNCTIONS:</u>	
25%	Plans, organizes, and directs multi-disciplinary staff within the section in performing a detailed review and evaluation of all Electrical Undergrounding Plan (EUP) filings, leads the review of initial EUP applications, bi-annual progress reports, associated memo account applications, and supports annual audits of EUP balancing accounts. Directs and supervises data collection and management to evaluate EUP implementation and performance and oversees the development and maintenance of dashboards for policy decision-making, public awareness, and transparency. Manages regulatory processes including development and implementation of proceedings, resolutions, and decisions.	
20%	Supports the planning, allocation of staff resources, setting and implementation of the division and programmatic goals, objectives, and measurements for success. Identifies, plans, and ensures execution of continuous improvements of the analyses undertaken, the work produced, and the processes employed in the division addressing issues pertaining to Section work. Conducts second-level reviews of staff analysis and work products. Analyzes workload, forecasts upcoming and changing resource needs, and develops additional skills within the current staff to meet changing needs, as needed, with the Program Manager and Director. Perform administrative functions, including, but not limited to, tracking expenditures, preparing budget change proposals to build personnel resources, maintaining current documentation and processes and procedures, and overseeing legislative bill analyses.	
20%	Directs and is responsible for human resources-related activities for the Section, including training, hiring and promoting, filling of vacant positions in a timely fashion, performance review and expectations, and discipline in accordance with State rules and regulations. Stays up to date on management techniques. Oversees general administrative duties and responsibilities for the Section, including setting employee work hours and attendance expectations (including maintaining master schedules of employee work hours and telecommute schedules); plans and tracks travel and training expenditures; develops consultant contract scopes of work and supervises staff to effectively manage contractors; attends and presents at Division management meetings; oversees the work tracking system and databases for the Section. Identifies training needs for employees, new employee orientation, timely completion of all Section performance appraisals (e.g., Individual Development Plans and Performance), and probation reports. Enforces and implements management policies of the Commission including using the Commission's progressive discipline methods, where necessary. Collects written documentation for all employee performance, in particular, poor performance and takes opportunities to publicly commend good performance.	

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

20%	Works directly with Analysts, Engineers, and Research Data Specialists to assist the development of work products. Provides tactical support, facilitates workshops, writes and edits reports, writes and edits memoranda, manages vendor contracts, writes and edits briefings documents, provides briefings to Executive Management and Commissioners, and otherwise fills in for gaps in staffing or skills. Advises CPUC decisionmakers and provides guidance on up-to-date program performance, compliance issues, utility progress on achieving risk reduction, as well as presents recommendations, solutions, and methodologies for implementing controls to minimize cost recovery of unjust, inaccurate, or unnecessary costs in customer rates.	
10%	Engages with external stakeholders and utility industry. Develops formal and informal partnerships with relevant state, federal, and industry organizations. Coordinates closely with sister agency partners on EUP program implementation, and advises senior leadership on potential conflicts, areas of potential misalignment, and identifies opportunities for continued collaboration. Presents at conferences, contributes to white papers, meets with industry experts, and stays current on developing industry trends and best practices.	
	<u>MARGINAL FUNCTIONS:</u>	
5%	As directed, assume responsibility for Division management functions, which may include budget, training, human resources, IT, or other issues needing a division lead or in support of the Program Manager or Director. Act as a back-up to other PPSs or PM, as necessary. Other job-related duties.	
	<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i>	
	Knowledge of: Regulation, enforcement, and policy implementation by the state government; California Public Utilities Code pertaining to utilities and utility regulations; utility safety issues, risk mitigation; data analysis; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including an understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design, and alternative cost assessments. Ability to: Manage staff to meet deadlines, produce high-quality work, and work cooperatively as a team. Plan, direct, and coordinate the work of staff. Perform and supervise research work, data analysis and written reports and orders. Plan and supervise the preparation of exhibits. Analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.	
	<u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u>	
	- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. - Occasional travel includes evening, weekends, overnight or several days at a time.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)		DATE
SUPERVISOR'S SIGNATURE		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		

DUTY STATEMENT
CALIFORNIA PUBLIC UTILITIES COMMISSION

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