

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Executive		EFFECTIVE DATE
BRANCH/SECTION Office of Commissioner Baker		CLASS TITLE Analyst I
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) 680-424-5157-XXX
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 the Commissioner and the Commissioner's Chief of Staff, the Analyst I performs, evaluates, and coordinates a broad range of administrative duties while also working closely with other Commission staff, agencies, groups, and individuals regarding the coordination of departmental activities in order to maintain the efficient and effective operation of the Commissioner's office.		
% 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>	
35%	Assists in the development of budget requisition for the Commissioner's office to include training, travel, equipment, position allocations, etc. and track budget spending for all expenses accrued. Prepares and manages the office budget including in and out-of-state travel, in coordination with and accordance with the State of California travel and procurement rules. Manages both in and out-of-state travel for the Commissioner and their staff, including booking and preparation of travel itinerary to include flights, hotel and state or rental car reservations; prepares and submits travel expense claims (TEC), out of state travel justification; and files monthly travel funding authorization requests. Perform timekeeper duties for the office.	
30%	Arrange appointments and manage calendars for the Commissioner, Chief of Staff, and Advisors.	
25%	Assists in interpreting and implementing administrative policies and procedures; responsible for communication, review and interpretation of internal departmental policy changes, such as HR Memos, Fiscal updates, etc.; and the operational effect on Commissioner's office; prepares administrative reports and documents; evaluates, schedules, tracks and manages meeting requests in compliance with ex parte reporting standards, as applicable.	
5%	Answers the phone and responds to incoming general e-mail inquiries; escorts visitors into and out of the CPUC office pursuant to the visitor policy, receives and distributes electronic and paper mail for the Commissioner and their staff; evaluates and archives official correspondence.	
	<u>MARGINAL FUNCTIONS:</u>	
5%	May provide support to other administrative staff within Commissioner Office, other Commissioner offices, or the Executive Director. Other job-related duties as required.	

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KNOWLEDGE AND ABILITIES [From Class Specs]

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

Ability to: Think clearly and quickly and analyze and solve problems of organization and management; supervise the staff of an administrative office; establish and maintain cooperative working relationships; carry out assignments without detailed instructions; speak and write effectively.

WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:

- Proficiency in business English.
- Ability to communicate verbally in person and by phone.
- Proficiency with the Microsoft Office applications, including Outlook, Word, and Excel, as well as telecommunications equipment, using the Internet, voicemail, e-mail, etc.

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

SUPERVISOR'S NAME (Print)

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