

DUTY STATEMENT

DIVISION Consumer Protection and Enforcement Division (CPED)		EFFECTIVE DATE
BRANCH/SECTION Transportation Enforcement Branch (TEB)		CLASS TITLE Public Utilities Regulatory Analyst II (PURA II)
WORKING DAYS AND WORKING HOURS 8:00 AM to 5:00 PM		PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-166-4593-004
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 direction of a Program and Project Supervisor (PPS), the PURA II conducts moderately complex economic, policy, and/or technical analyses and research on passenger transportation matters by preparing or contributing to technical and investigation reports, testimony, legislative analysis, and procedures and conducting research and proposing options including alternatives to Transportation Enforcement Branch (TEB) management regarding regulated transportation enforcement and consumer protection issues that involve transportation network companies (TNC), charter party carriers (TCP), passenger stage corporations (PSC), vessel common carriers (VCC), and autonomous 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 sheets if necessary)</i>	
45%	<u>ESSENTIAL FUNCTIONS:</u> <u>Safety Assurance</u> - Investigates alleged violations of the Public Utilities Code, Commission regulations, and other federal, state, and local laws for all jurisdictional carriers (TNC, TCP, PSC, VCC) and initiates enforcement actions such as warning letters, Notices of Violation, Notices to Cease and Desist, and citations. - Participates in joint field inspections and surveillance activities with local, state, and/or federal law enforcement agencies and/or district attorneys to ensure passenger carriers are operating with valid Commission authority, to verify any alleged violations and/or to make recommendations related to probable violations. - Conducts moderately complex analyses related to passenger transportation/vessel carrier activities statewide in response to consumer complaints or field observations to ensure carriers are operating with valid Commission authority. - Conducts economic, financial, policy, legislative and/or technical analyses, research, investigations and/or audits related to passenger/vessel transportation, using a variety of quantitative and qualitative methods to prepare and present appropriate recommendations to TEB management. Activities may include compiling information for the monthly activities report, researching emerging technologies, data analysis, legislative analysis, ad hoc reports, special projects assigned by the PPS, etc. - Conducts research and develops proactive safety compliance investigations and associated work plans for management review. Proactive safety compliance investigations include reviewing regulatory requirements, including Commission authority, for TCPs, PSCs, and TNCs to operate as passenger carriers.	

30% 20% 5%	• Participate in formal Commission investigations and proceedings including Orders Instituting Investigation, Orders to Show Cause, and Orders Instituting Rulemakings. Includes preparation of testimony, testifying, preparation of staff reports to support proceedings, and preparation of proceeding hearings. <u>Safety Promotion</u> • Schedules and supports TEB with workshops for stakeholders on compliance with the rules and regulations the California Public Utilities Commission (CPUC) is responsible to enforce. • Attends and participates in transportation-related conferences, CPUC meetings, Town Hall meetings, workshops, and other venues assigned to ensure updated knowledge of transportation issues, rules, changes, etc. • Coordinates with CPED's Transportation Licensing and Advisory Branch, Legal Division, and other regulatory agencies (e.g., local law enforcement, Department of Motor Vehicles, California Highway Patrol) on transportation issues as related to investigations, education, training, joint field operations, memorandum of understandings, and workshops. • Contributes to TEB's web page to highlight enforcement activities, specifically related to proactive safety compliance initiatives, updates, and information. • Assists with coordination, set up, preparation of presentation materials, and scheduling of training for law enforcement and other agencies on applicable Public Utilities Code and CPUC General Orders. <u>Risk Management</u> • Conducts moderately complex research and analysis into TEB operational data or emerging trends in the passenger transportation industry to prepare risk management reports. • Contributes to risk assessment process and scoring based on current and emerging trends to ensure safety is improved and safety risks are reduced for transportation carriers. <u>MARGINAL FUNCTIONS:</u> Perform other job-related duties and assignments as required to support the efforts of the Branch and Division.
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KNOWLEDGE AND ABILITIES [From Class Specs PURAII]

Knowledge of: Principles, practices, trends, and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations. Public Utilities Commission Code, and rate-making policy and procedures.

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.

WORK ENVIRONMENT

- Travel up to 25% of the time per month within the state of California which could include overnight, weekends, or several days at a time.
- Outside fieldwork assignments include standing for long periods of time, walking on uneven pavement, and working in high traffic areas.
- Work outdoors in varying temperatures including during summer and winter environments.
- Operation of a State-owned vehicle, private vehicle use, or vehicle rental will be required for field operations.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS:

- Effectively relate to all staff levels and work as a member of a team.
- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Proficiency with communications-related technologies, including but not limited to personal computer applications, telecommunications equipment, Internet, voicemail, and email.

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

SUPERVISOR'S NAME (Print)

Eric Hooks

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