

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Consumers Programs Branch – California LifeLine Program		CLASS TITLE Public Utilities Regulatory Analyst IV (Limited Term)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento or San Francisco or Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-333-4615-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: The California LifeLine (LifeLine) Program Section of the Consumer Programs Branch, Communications Division, assists the Commission in (1) administering the California LifeLine Program, which is one of Commission's six universal service telecommunications programs; and (2) developing and implementing universal service policies to promote affordable access of necessary communications services. The LifeLine program provides discounted home and cell phone services to over 2 million eligible low-income households. Under the general direction of the Program & Project Supervisor, the incumbent (PURA IV) will perform a broad range of complex research and analysis assignments related to the implementation of the California LifeLine Program, with particular emphasis on advising on increasing program participation.		
% 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> Conduct economic, policy, and/or technical analyses and research to support the development of policies, rules and guidelines for the LifeLine program which includes the development of strategies to increase program participation in the Broadband pilot. Conduct technical and policy research and analysis of Federal and State Universal Service program reforms, including the Broadband pilot, and propose appropriate recommendations and advise on actions to Commission management and decision makers. Prepare written resolutions, reports, or other written correspondence involving LifeLine program issues such as new service provider applications, service provider filing requirements to ensure compliance with new policy or rule changes. Participate and advise in planning of all key aspects of expanding Lifeline program to unserved and underserved populations which includes reviewing and analyzing comments and replies from parties and preparing recommendations and next steps. Manage contracts specific to the unserved and underserved populations to include the review, evaluation, and processing of invoices submitted by parties to ensure accuracy and accordance to applicable rules and processes.	
30%	Lead in presenting Broadband Pilot updates to internal and external stakeholders. Coordinate reporting with all Broadband pilot service providers, including reports required by Commission Decision or at staff's discretion. Participate and facilitate workshops, conferences, meetings, and present summary reports and briefings to management, decision makers, Commissioners and/or their advisors, CD management and other stakeholders regarding the status of LifeLine program activities, accomplishments, challenges, funds, and other program related matters and assist in the development of policies, rules and guidelines.	

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15%	Contribute to written reports, correspondence, Broadband pilot approved plans, and other written documents to Commissioners and/or their advisors, CD management and other stakeholders regarding the status of LifeLine program ensuring effective communication channels. Actively participate in conferences, meetings, or workshops between the Federal Communications Commission and CPUC on state and federal Lifeline issues.	
10%	Review and analyze comments on California LifeLine proceedings to prepare summary reports and facilitate weekly meetings with LifeLine contractors and carriers on program policy issues, changes, and implementation. Respond to inquiries from LifeLine applicants/participants, public, and other Commission divisions and governmental agencies on LifeLine issues.	
5%	<u>MARGINAL FUNCTIONS:</u> In order to assist in the many functions of the Communications Division (CD), the incumbent will perform other work-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> [From Class Specs] Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation. Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action. <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 throughout the state of California to include evenings, 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)		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