

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Communications Division		EFFECTIVE DATE	
BRANCH/SECTION Broadband Regional Initiatives		CLASS TITLE Public Utilities Regulatory Analyst III (PURA III)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles	
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
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 direction of the Program and Project Supervisor, the PURA III will conduct economic, policy and/or technical analyses and research, of a greater level level complexity than PURA II, to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA III's primary assignments are, as part of team of analysts and decision makers, to conduct incrementally more complex analyses to support outreach efforts by presenting information to tribal nations, government entities, businesses, non profits the pubic and service providers. These efforts will identify broadband deployment requirements, internet adoption needs, and other economic indicators in the state. The incumbent will work with staff, applicants and grantees to secure grant funding, and provide ongoing support to projects.			
% of time performing monthly 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>		
35%	<u>ESSENTIAL FUNCTIONS:</u> - Conduct varied and complex technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects. - Conduct analyses in support of outreach efforts, through public in-person and virtual meetings, including presenting information about broadband programs to tribal nations, government entities, businesses, non-profits, the public and service providers. Organizing, presenting, and facilitating local meetings with community stakeholders to jointly identify areas and projects eligible for funding under state and federal programs and private financing to close the digital divide. Collaborating with policy and technical staff to develop presentation materials, including one pagers, reports, diagrams, and other visual tools to relay information about the grant process and status of broadband infrastructure in the region. Collaborating with policy and technical staff to provide technical assistance.		
35%	- Evaluate existing approaches, methodologies, and frameworks and recommend best practices. - Develop and secure approval for plans outlining objectives. - Develop and secure approval for new approaches, methodologies, and frameworks that can serve as a new standard or best practice in future projects. - Conduct complex analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and make appropriate recommendations on a broad range of complex public utility regulatory issues and challenges pertaining to broadband infrastructure deployment. - Independently carry out assignments, providing accurate status reports and meeting all deadlines. - Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files. - Use computer applications to conduct varied and difficult analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary.		
25%	- Write and support reports and staff proposals in formal proceedings on complex issues pertaining to broadband infrastructure deployment. - Assist team with to coordinate with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband. - Analyze and make recommendations regarding protests to resolutions and comments on proposed decisions for complex matters to enable CPUC Commissioners and decision makers to resolve protests. - Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques, when necessary, to high level officials inside and outside the CPUC, including the utilities, intervenor organizations, and other agencies.		

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

5%	implementation of broadband infrastructure projects. • Communicate with staff at the utilities, CPUC, and other organizations and agencies. • Prepare materials and assist senior staff in discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and assist in the preparation of written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and implementation of broadband programs and projects. <u>MARGINAL FUNCTIONS:</u> • Perform other job-related duties and assignments as required to support the efforts of the Communications Division. <u>KNOWLEDGE AND ABILITIES [From Class Specs]</u> 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Works independently under short time constraints. • Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible. • Effectively relate to all staff levels and work as a member of a team. • Able to perform effectively in a highly complex, open, and transparent public setting. • Communication, written, oral and interpersonal, analytics, and attention to detail. • Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. • Other Software – Stata, SPSS, MatLab, Tableau, ArcGIS, JIRA, and Salesforce. • Able to lift at least 25 pounds. • Attend training, complete agency work tracking system entries, and perform other duties as required. • Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Ability to rent or drive a personal or state-owned vehicle. Ability to travel. <u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u> • Maintain consistent attendance. • Demonstrate punctuality, initiative, and dependability. • Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others. • Practice, model and advance good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others. • Advance and contribute to continuous improvement and a positive, high performing work environment.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
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
-------------------------	----------------------	------