

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

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| <b>DIVISION</b><br>Rail Safety Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EFFECTIVE DATE</b>                                                               |
| <b>BRANCH/SECTION</b><br>Rail Transit Safety Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CLASS TITLE</b><br>Senior Utilities Engineer, Specialist                         |
| <b>WORKING DAYS AND WORKING HOURS</b><br>Monday through Friday 8:00 a.m. to 5:00 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>PHYSICAL WORK LOCATION</b><br>Sacramento or San Francisco                        |
| <b>INCUMBENT (if known)</b><br>Vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>680-141-3510-002 |
| <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
| <p><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b><br/>         Under the general direction of a Program and Project Supervisor, the incumbent carries out the Commission's safety oversight responsibilities for the design, construction, and operation of rail transit agencies (systems). The incumbent is typically assigned the more complex engineering tasks requiring a higher level of technical analysis. The individual may be designated to fill a key role for routine Branch tasks, be lead of an investigation or initiative of the Branch or participate in special projects of the Branch. Incumbent conducts safety oversight activities, engineering research, data analysis, special investigations, and recommends alternatives on a broad range of regulatory issues affecting specific transit agency problems or the safety/security of the rail transit systems in whole.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Performs the more difficult and complex engineering tasks of the Branch requiring a higher level of analytical and technical analysis. Conduct specialized investigations, such as rail transit safety and security studies, accident investigations, rulemakings, general order and procedures revisions, focused technical investigations, evaluations of new or non-standard equipment or methodologies, and general order variance requests. May be assigned a lead role in routine Branch activities including the Review of public transportation safety plans, system security plans, accident investigation plans, operating rules and other safety/security related documents. Inspect transit system performance to ensure safety and security plans are being followed. Prepares technical Reports, safety oversight plans, exhibits, Commission Resolutions, and correspondence. Monitor and participate in investigations of accidents and hazards to determine the most probable causes and contributory factors and make recommendations to prevent recurrence. Monitor transit agency implementation of corrective actions plans developed in response to the investigations and other sources.</p> |                                                                                     |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Evaluate complex design documents prepared by architects and engineers for the procurement and construction of all or parts of rail transit agencies, including rail transit track work, stations, signaling systems, traction power systems, and transit vehicles. Identifies safety and security related items that do not meet Commission standards and ensures corrections are made. Evaluate requests for rule variances and prepare Commission resolutions. May also Assist management in the higher level administrative and Strategic Planning activities of the Branch, including compilation and analysis of federal and state legislation and rulemaking, Staff work activities and development of budget change proposals, developing and establishing written procedures for the Branch, developing Branch reports and Branch contributions to Division and Commission reports.</p>                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Inspect in-process and completed rail transit system construction work to verify conformance with safety related design requirements. Witness start-up testing of complex rail transit system projects to assure safe operation prior to the beginning of passenger service. Represents the Commission and Branch in meetings with the rail transit agencies, local governmental agencies, industry groups and the various government agencies. Provide expert witness testimony in Commission hearings and before public interest groups, the regulated industries, and various government agencies as well as the Legislature.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |

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|     | <b><u>ESSENTIAL FUNCTIONS:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 10% | Participates in the preparation of safety certification planning criteria, guidelines, procedures and technical standards to be met by rail transit systems in the design, construction, operation and maintenance of rail transit facilities. Perform independent engineering studies and/or evaluate engineering research of others relating to rail transit safety. This includes preparing safety planning criteria, guidelines, procedures and standards to be met by system operators in the design and construction of rail transit facilities.            |
| 10% | Reviews system safety and security program plans and prepare technical reports, safety and security oversight plans, exhibits and correspondence and provide expert witness testimony in Commission hearings and before public interest groups, the regulated industries, and various government agencies as well as the Legislature. Participate in on-site safety and security reviews of transit agencies. Monitor and evaluates transit agency internal audit programs and ensure corrective action plans resulting from audit recommendations are completed. |
| 10% | Provide technical advice in Commission proceedings, including testimony as an expert witness. Represent the Commission at technical conferences, public meetings, meetings with government agencies, including the Federal Transit Administration, Federal Railroad Administration, and the California Legislature, and with other industry groups.                                                                                                                                                                                                               |

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| 5%                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b><u>MARGINAL FUNCTIONS:</u></b><br/>Perform other work-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> [From Class Specs]</p> <p><b>Knowledge of:</b> California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.</p> <p><b>Ability to:</b> Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a lead person; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Expect to travel overnight, occasionally for several days at a time.</li> <li>• Position subject to DMV Pull Notification</li> </ul> |
| SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| SUPERVISOR'S NAME (Print)<br>Jamie Lau                                                                                                                                                                                                                                                                                                                                                                   | SUPERVISOR'S SIGNATURE<br><br>DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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<br><br>DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |