

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>DIVISION</b><br>Utility Audits, Risk and Compliance Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EFFECTIVE DATE</b>                                                               |
| <b>BRANCH/SECTION</b><br>Utility Audits Branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>CLASS TITLE</b><br>Program Manager                                               |
| <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>San Francisco or Sacramento                        |
| <b>INCUMBENT (if known)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>680-417-3503-001 |
| 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.                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| <b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b><br>Under the general direction of the Assistant Director, the Program Manager (PM) is responsible for planning, organizing and managing the work of the Utility Audits Branch (Branch), reporting to the Division Director of the Utility Audits, Risk and Compliance Division (UARCD). The PM position is a major leadership role within the Division, tasked with strategically guiding the work of the Program and Project Supervisors, as well as analysts. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| <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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><br><b>Strategic Planning and Review of Work Products</b><br>Leads, develops, and oversees the implementation and tracking of the strategic plan for the Branch. Reviews and is responsible for the work products of the Branch and Division. Work products include reports, white papers, bill analyses and fiscal impact assessments, policies and procedures, manuals, Division website content, one-page summaries, and other written and oral presentations. Ensures that Branch and Division studies and analyses comprehensively and accurately present policies and positions in proceedings, provide clear and well-reasoned recommendations, including factually accurate information, and represent the best public interest. Participates in meetings with the Director, other Commission management, and Commissioner Offices to ensure the quality and consistency of Division work products.                                                                       |                                                                                     |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>External Representation of UARCD and the Commission</b><br>Provides technical expertise on behalf of the Division to the Commission in planning, implementation, and cost-effectiveness analysis. Serves as a representative of the Commission in various forums, including the Legislature, the Governor's office, conferences, and industry meetings. Represents the Division before Commissioners and their advisors. Responds to inquiries from the news media, utility representatives, officials from other government agencies, members of community-based organizations, and the general public. Provides oversight and direction to delegated staff engaging in similar activities.                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Staff Development and Appraisal</b><br>Responsible for administrative functions related to human resources (HR), including recruiting, hiring, onboarding, training, and performance of staff in accordance with applicable rules and regulations to ensure operational efficiency of the Division through staff hiring and development, accountability, and workload assessment. This includes but is not limited to: <ul style="list-style-type: none"> <li>▪ Timely completion of probation and performance appraisal reports.</li> <li>▪ Providing staff with feedback.</li> <li>▪ Maintaining appropriate documentation related to performance.</li> <li>▪ Identifying training opportunities for staff development.</li> <li>▪ Fostering and maintaining a work environment that encourages diversity and inclusivity to contribute to staff as well as overall business operations.</li> <li>▪ As needed, collaborate with HR and Legal on progressive discipline to address performance concerns.</li> </ul> |                                                                                     |

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15% | <p><b><u>ESSENTIAL FUNCTIONS (continued):</u></b></p> <p><b>Administrative Tasks</b><br/>Oversees general administrative duties and responsibilities for the Branch, including establishing employee work hours and attendance expectations (including maintaining master schedules of employee work hours and telework schedules); oversight, tracking, and planning of travel and training expenditures; budget change proposals to modify personnel resources; consultant contract management and oversight; assessing IT needs and recommending necessary upgrades; Division website content organizing and updating; attending and presenting at Division management meetings; overseeing the work tracking system for the various Sections; and other administrative responsibilities as needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10% | <p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Other related job duties as required.</li> <li>• Manage, oversee, and review required documents for complex third-party contracts and/or interagency agreements. Provide expert advice and coordinate with other Divisions on their financial-related third-party contracts.</li> <li>• Manage retention and maintenance of electronic and hard copy files, workpapers, and supporting documentation to ensure appropriate treatment and destruction of confidential documents. Schedule and attend Continuing Professional Education (CPE) courses as required by professional auditing standards and stay current on trends that could impact the Division.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of: California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit costs, taxes, and rate bases; financial structure, terminology, and prescribed accounting classifications for utilities; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; procedures of conducting hearings before the Public Utilities Commission and other regulatory agencies; Federal Communications Act, Federal Power Act, and Natural Gas Act; conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.</li> <li>• Ability to: Plan, direct, and coordinate the work of a staff of assistants; plan and supervise research work and analyze data; plan and supervise the preparation of exhibits; write reports and orders and prepare recommendations to the Commission; conduct conferences; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work wells under short time constraints.</li> <li>• Proficiency in computer software such as Microsoft Word, Excel, Access, PowerPoint, TeamMate and other applications.</li> <li>• Effective communication skills and ability to relate to all staff levels and work as a Manager of a team.</li> <li>• Ability to perform effectively in a highly complex, open, and transparent public setting.</li> <li>• Ability to balance the needs/demands of multiple assignments and competing deadlines while remaining flexible.</li> <li>• Ability to travel to worksites (in-state or out- of- state) away from headquarters which could require extended hours of work and/or overnight or multiple-day trips on a continuous basis.</li> <li>• Ability to drive in the state of California or other States in a rented, personal or state-owned vehicle.</li> </ul> |

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                          |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.</li> </ul> |      |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                          |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                                                | SUPERVISOR'S SIGNATURE                                                                                                                                                   | DATE |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</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                                                                                                                                                     | DATE |