

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Consumer Protection and Enforcement Division (CPED)		EFFECTIVE DATE
BRANCH/SECTION Transportation Licensing & Analysis Branch (TLAB)/ Transportation Analysis Section (TAS)		CLASS TITLE Public Utilities Regulatory Analyst V (PURA V)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-167-4616-003
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 general direction of the Transportation Analysis Supervisor, the PURA V serves as the most senior analyst and technical lead for TLAB's transportation data program, leading data engineering, management, analysis, and policy research for data reported by TNCs and AV passenger service providers. The PURA V manages and improves processes and systems for ingesting, validating, storing, transforming, and analyzing large and complex datasets, oversees contractor-supported data infrastructure, and translates regulatory and policy questions into analysis and recommendations.		
% 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>	
	ESSENTIAL FUNCTIONS:	
35%	• Lead Transportation Data Engineering, Infrastructure, and Contracts. Lead the technical systems and workflows used to ingest, validate, clean, transform, store, document, and make available large, complex, and confidential TNC and AV datasets. Maintain and improve reproducible data pipelines and cloud-based data environments and identify innovative and practical technical improvements to data storage, processing, and access. Serve as the technical lead for contracts supporting TLAB's transportation data infrastructure and engineering work, including developing technical requirements, coordinating with contractors and internal partners, reviewing deliverables, monitoring performance, and resolving technical, data quality, and implementation issues. Communicate with transportation carriers and other data providers regarding reporting requirements, submission processes, and resolution of data quality and accuracy issues. This function relies on strong data engineering and data warehousing skills and proficiency with tools such as SQL, Python, R, Tableau, ArcGIS, Excel, and cloud-based data platforms, data warehouses, or data lakes.	
30%	• Lead Transportation Data Analysis and Research. Set strategic priorities for TLAB's transportation data analysis and research to inform major regulatory policy, program oversight, and compliance. Identify innovative, high-value analytical opportunities and emerging issues related to TNC and AV services, including consumer protection, public safety, accessibility, environmental and social justice, electrification, and other program goals. Partners with transportation programs lead to translate the most complex policy and regulatory questions into analytical strategies, determine appropriate data and methods, and evaluate the strengths and limitations of available evidence. Lead the most complex analyses, conduct research, and synthesize findings into actionable recommendations for management and decision-makers. Develop scalable analytical approaches, reusable code, and data products that strengthen TLAB's long-term capacity to use data in policy development and program oversight.	
15%	• Communication and Briefings. Lead data and policy briefings for Commissioners, Administrative Law Judges, Executive Director, division management, and/or highest-level external stakeholders regarding transportation policy for transportation network companies (TNCs) and autonomous vehicles (AVs), including in the areas of public safety, accessibility, electrification, and others. This includes leading the production of analysis and briefing materials such as PowerPoint presentations, written memos or fact sheets, or other materials. Represent CPED externally as a transportation data expert with regulated entities, working groups, transportation carriers, academic institutions, and other stakeholders. Consult	

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15%	legal representatives as needed. • Program Coordination. Lead coordination with other transportation programs lead to identify priority questions, translate regulatory and policy needs into scoped analyses and data requirements, co-develop policy recommendations, and ensure shared awareness and consistency of program data-related work efforts. Lead and/or influence the development of internally consistent data definitions and data collection templates related to TNC and AV data across transportation programs. Serve as a project manager for lower-level analysts assigned to support the transportation data program by coordinating their complex technical work.
5%	<u>MARGINAL FUNCTIONS:</u> Performs other job-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>] Knowledge of: Trends and issues pertaining to the transportation industry and public utilities; 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 but not limited to personal computer applications, telecommunications equipment, Internet, voicemail, and email. • Occasional travel to include overnight, several days at a time and long distances.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print) Stephanie Seki	SUPERVISOR'S SIGNATURE DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>	
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

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