



## Duty Statement

| DIRECTORATE/DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                     | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Electrical Infrastructure Directorate                                                                                                                                                                                                                                                                                                                                                                                                    | Public Utilities Regulatory Analyst IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 681-900-4615-001                              |
| BRANCH (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                   | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CBID                                          |
| Safety Culture Branch                                                                                                                                                                                                                                                                                                                                                                                                                    | Public Utilities Regulatory Analyst IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | R01                                           |
| SECTION/UNIT (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                             | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | INCUMBENT                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sacramento, Oakland, Los Angeles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VACANT                                        |
| <b>IMMEDIATE SUPERVISOR</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| Program and Project Supervisor                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>MISSION STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| Under the general direction of the Program and Project Supervisor for the Safety Culture Branch, the incumbent will complete assignments of medium to high complexity and difficulty. The incumbent will conduct the statutorily required safety culture assessments, executive compensation structure evaluations, and certification reviews, as well as supporting other Division workstreams as needed.                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                        | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Conduct, review and evaluate electrical corporation safety culture assessments (SCAs) of a medium to high complexity. Serve as a researcher and writer for Energy Safety SCA reports. Ensures the completeness and quality of data analyzes and develops SCA key findings and improvement recommendations. Summarize issues for management and advise management of proposed solutions.                                                                                                                                                                                                                                                                                                                          |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lead the review and evaluation of electrical corporation executive compensation structures. Complete analysis of complex compensation components such as short-term and long-term incentive programs and metrics, fixed vs incentive compensation, and indirect or ancillary compensation. Oversee the development of executive compensation reports including rationale for approving or denying the structure. Summarize issues for management and advise management of proposed solutions.                                                                                                                                                                                                                    |                                               |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lead the review and evaluation of electrical corporation requests for certification. Complete analysis of certification requests to verify compliance with certificate regulatory requirements. Oversee the development of issuance or denial determination letters for certification requests. Summarize issues for management and advise management of proposed solutions.                                                                                                                                                                                                                                                                                                                                     |                                               |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Conduct medium to complex research and analysis of regulatory, policy, and complex technical issues pertaining safety culture, executive compensation and certification. Coordinate and lead complex technical analyses on and develop innovative analytical approaches to safety culture and executive compensation. Analyze state and federal legislation, as well as programs and policies in other states/regions/countries that may impact or inform safety culture and executive compensation programs and policies; provide consultation and recommend proposed options or solutions to management; and prepare technical reports to propose policy and programmatic options or implementation solutions. |                                               |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lead the development of guidelines for safety culture assessments, executive compensation and certifications. Work closely with management and legal department to ensure guidelines fulfill statutory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |



## Duty Statement

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                    | requirements and address past issues and concerns. Develop and publish draft guidelines, review stakeholder comments, organize and lead public workshops to receive feedback on guidelines, incorporate comments as appropriate, and publish final guidelines.                                                                                                                                                                                                  |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | Coordinate and facilitate meetings with utilities, team members, management, relevant state departments, and stakeholders. Organize and facilitate public workshops on branch programmatic related topics. Review stakeholder comments, brief management on relevant issues addressed by stakeholders, and incorporate comments into decisions as appropriate. Manage the work of consultants on branch programmatic related topics.                            |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | Perform other work-related duties as required, including supporting the Program and Project Supervisor. Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings, workshops and activities that support programmatic and workplace diversity, equity, and inclusion. |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Work Schedule: Monday through Friday, 40 hours per week.<br>Must be willing to occasionally work irregular hours, nights, and/or weekends to meet the Department's business needs.                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>TRAVEL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Incumbent may be required to travel, including overnight stays.                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DRIVING REQUIREMENTS:</b> No                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as office centered.                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CONFLICT OF INTEREST:</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office</b>                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Office Based:</b> Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## Duty Statement

### ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

| Activity                  | Frequency                    | Distance/Height |
|---------------------------|------------------------------|-----------------|
| Sitting                   | Constantly (Over 6 Hours)    |                 |
| Standing                  | Constantly (Over 6 Hours)    |                 |
| Running                   | Never                        |                 |
| Walking                   | Occasionally (Up to 3 Hours) |                 |
| Crawling                  | Never                        |                 |
| Kneeling                  | Never                        |                 |
| Climbing                  | Never                        |                 |
| Squatting                 | Never                        |                 |
| Bending (neck)            | Never                        |                 |
| Bending (waist)           | Never                        |                 |
| Twisting (neck)           | Never                        |                 |
| Twisting (waist)          | Never                        |                 |
| Reaching (above shoulder) | Occasionally (Up to 3 Hours) |                 |
| Reaching (below shoulder) | Occasionally (Up to 3 Hours) |                 |
| Pushing & Pulling         | Never                        |                 |
| Fine Manipulation         | Never                        |                 |
| Power Grasping            | Never                        |                 |
| Simple Grasping           | Never                        |                 |
| Repetitive use of hand(s) | Constantly (Over 6 Hours)    |                 |
| Keyboard Use              | Constantly (Over 6 Hours)    |                 |
| Mouse Use                 | Constantly (Over 6 Hours)    |                 |
| Walking on uneven ground  | Occasionally (Up to 3 Hours) |                 |
| Driving                   | Occasionally (Up to 3 Hours) |                 |
| Lifting/Carrying          | Occasionally (Up to 3 Hours) |                 |
| 0 – 10 lbs.               | Occasionally (Up to 3 Hours) |                 |
| 11 – 25 lbs.              | Occasionally (Up to 3 Hours) |                 |
| 26 – 50 lbs.              | Never                        |                 |
| 51 – 75 lbs.              | Never                        |                 |
| 76 – 100 lbs.             | Never                        |                 |



## Duty Statement

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| 100 + lbs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Never                       |             |
| <b>The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b> |                             |             |
| <b>SUPERVISOR STATEMENT:</b><br>I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                   |                             |             |
| <b>SUPERVISOR NAME (TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |             |
| <b>EMPLOYEE STATEMENT:</b><br>I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                         |                             |             |
| <b>EMPLOYEE NAME (TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EMPLOYEE SIGNATURE</b>   | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |             |



## Duty Statement

| DIRECTORATE/DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                     | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Electrical Infrastructure Directorate                                                                                                                                                                                                                                                                                                                                                                                                    | Public Utilities Regulatory Analyst III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 681-900-4611-001                              |
| BRANCH (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                   | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CBID                                          |
| Safety Culture Branch                                                                                                                                                                                                                                                                                                                                                                                                                    | Public Utilities Regulatory Analyst III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | R01                                           |
| SECTION/UNIT (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                             | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | INCUMBENT                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sacramento, Oakland, or Los Angeles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | VACANT                                        |
| <b>IMMEDIATE SUPERVISOR</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| Program and Project Supervisor                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| <b>MISSION STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| Under the general direction of the Program and Project Supervisor for the Safety Culture Branch, the incumbent will act as a regulatory analyst and conduct statutorily required annual Safety Culture Assessments, Executive Compensation structure evaluations, and Safety Certification reviews, as well as supporting other Division workstreams as needed.                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| <b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                        | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Conduct independent review and evaluation of electrical corporation's annual safety culture assessments (SCAs). Synthesize complex information from multiple sources into comprehensive findings to support program leads, identify findings and proposed options and recommendations to management. Development of SCA Reports including the key findings and recommendations based on collected data, incorporate leadership feedback and navigate SCA Reports through the management review process.                                                                                                                                                                                                                                                                                                                                       |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Conduct independent review and evaluation of electrical corporation's Executive Compensation structures. Synthesize complex information into comprehensive findings to support program leads, identify findings and proposed options and recommendations to management. Analyze executive compensation structure submissions and other technical documents related to as short-term incentive programs and metrics, long-term incentive programs including measures and weighting, fixed versus incentive compensation, and indirect or ancillary compensation. Analyze data submitted by utilities, compare against peer utilities to determine trends, and present findings, and develop proposed solutions. Write and/or oversee the writing of Executive Compensation reports including rationale for approving or denying the structure. |                                               |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Conduct review of electrical corporations' requests for Certificate and issue corresponding decision letters. Analyze requests to ensure compliance with regulatory requirements, asking each electrical corporation follow-up questions, and coordinating with the Compliance Assurance Division to understand each electrical corporation's progress towards meeting its annual targets. Write and/or oversee the writing of a decision letter for each Certificate request.                                                                                                                                                                                                                                                                                                                                                                |                                               |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                      | Play a lead role in the development of guidelines associated with the SCA, Executive Compensation, and Certificate workstreams. Lead all activities necessary to ensure that these documents are finalized according to the required regulations and timelines. Manage the Guidelines through the management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |



## Duty Statement

|                                                                                                                                                                                                                                                                                                                                                                                                                                    | review process, coordinating with sister agencies as applicable, and organizing and facilitating public adoption meetings.                                                                                                                                                                                                                   |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                | Assist with day-to-day management of contractors supporting the SCA and Executive Compensation workstreams. Attending weekly meetings, tracking progress, reviewing deliverables, providing regular feedback, answering questions, reviewing invoices and escalating issues.                                                                 |                 |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                | Coordinate with other branches within the Division to ensure branch findings are clearly and timely communicated to co-workers. Assist with other Division workstreams, revising guidelines, and support ongoing research projects/working groups.                                                                                           |                 |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                              |                 |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                           |                 |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                 | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. |                 |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                              |                 |
| Work Schedule: Monday through Friday, 40 hours per week.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                              |                 |
| Travel & Hours Flexibility: May occasionally be required to work nonstandard hours, including nights and weekends, and to travel inside and/or outside the State of California, which may include overnight stays.                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>TRAVEL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                              |                 |
| Incumbent may be required to travel, including overnight stays.                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>DRIVING REQUIREMENTS:</b> No                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                              |                 |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                              |                 |
| Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as office centered.                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>CONFLICT OF INTEREST:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                              |                 |
| This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.                                                                                                             |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                              |                 |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>PHYSICAL AND ENVIRONMENTAL DESIGNATION Office:</b>                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>Office Based:</b> Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office. |                                                                                                                                                                                                                                                                                                                                              |                 |
| <b>ESSENTIAL PHYSICAL CHARACTERISTICS</b>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                              |                 |
| Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                              |                 |
| Activity                                                                                                                                                                                                                                                                                                                                                                                                                           | Frequency                                                                                                                                                                                                                                                                                                                                    | Distance/Height |
| Sitting                                                                                                                                                                                                                                                                                                                                                                                                                            | Constantly (Over 6 Hours)                                                                                                                                                                                                                                                                                                                    |                 |
| Standing                                                                                                                                                                                                                                                                                                                                                                                                                           | Constantly (Over 6 Hours)                                                                                                                                                                                                                                                                                                                    |                 |
| Running                                                                                                                                                                                                                                                                                                                                                                                                                            | Never                                                                                                                                                                                                                                                                                                                                        |                 |



## Duty Statement

|                           |                              |  |
|---------------------------|------------------------------|--|
| Walking                   | Occasionally (Up to 3 Hours) |  |
| Crawling                  | Never                        |  |
| Kneeling                  | Never                        |  |
| Climbing                  | Never                        |  |
| Squatting                 | Never                        |  |
| Bending (neck)            | Never                        |  |
| Bending (waist)           | Never                        |  |
| Twisting (neck)           | Never                        |  |
| Twisting (waist)          | Never                        |  |
| Reaching (above shoulder) | Occasionally (Up to 3 Hours) |  |
| Reaching (below shoulder) | Occasionally (Up to 3 Hours) |  |
| Pushing & Pulling         | Never                        |  |
| Fine Manipulation         | Never                        |  |
| Power Grasping            | Never                        |  |
| Simple Grasping           | Never                        |  |
| Repetitive use of hand(s) | Constantly (Over 6 Hours)    |  |
| Keyboard Use              | Constantly (Over 6 Hours)    |  |
| Mouse Use                 | Constantly (Over 6 Hours)    |  |
| Walking on uneven ground  | Occasionally (Up to 3 Hours) |  |
| Driving                   | Occasionally (Up to 3 Hours) |  |
| Lifting/Carrying          | Occasionally (Up to 3 Hours) |  |
| 0 – 10 lbs.               | Occasionally (Up to 3 Hours) |  |
| 11 – 25 lbs.              | Occasionally (Up to 3 Hours) |  |
| 26 – 50 lbs.              | Never                        |  |
| 51 – 75 lbs.              | Never                        |  |
| 76 – 100 lbs.             | Never                        |  |
| 100 + lbs.                | Never                        |  |

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

|                        |                      |      |
|------------------------|----------------------|------|
| SUPERVISOR NAME (TYPE) | SUPERVISOR SIGNATURE | DATE |
|------------------------|----------------------|------|



Duty Statement

|                                                                                                                                                                                                                                                                      |                           |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------|
|                                                                                                                                                                                                                                                                      |                           |             |
| <b>EMPLOYEE STATEMENT:</b><br>I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT. |                           |             |
| <b>EMPLOYEE NAME (TYPE)</b>                                                                                                                                                                                                                                          | <b>EMPLOYEE SIGNATURE</b> | <b>DATE</b> |
|                                                                                                                                                                                                                                                                      |                           |             |