

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE	
BRANCH/SECTION Railroad Operations Safety Branch		CLASS TITLE Senior Utilities Engineer (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento/Los Angeles/San Francisco- Hybrid	
INCUMBENT (if known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-137-3510-001	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under general direction, incumbent will research, develop, and propose risk assessment management tools to evaluate railroads' risk profiles, remedial plans, and related activities. Incumbent will evaluate railroad risk assessment and risk management plans based on adopted methodology and compare and analyze the railroads' methodologies and practices for conducting risk-assessments and proposed remedial efforts, as well as monitor the railroads' implementation of any remedial activities.			
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
40%	<u>ESSENTIAL FUNCTIONS:</u> Research, develop, and propose risk management tools to evaluate railroads' risk profiles, remedial plans, and related activities. Evaluate railroads' risk assessment plans based on adopted methodology and compare and analyze the railroads' methodologies and practices for conducting risk-assessments and proposed remedial efforts, as well as monitor the railroads' implementation of any remedial activities. Analyze, interpret, and synthesize complex data accurately and take effective action/make sound decisions. Duties include performing complex engineering assignments related to railroad safety risks.		
30%	Review results of railroad safety audits, inspections, and investigations to identify industry-wide trends, examine the Commission's current enforcement plans and procedures, and adjust railroad safety inspection activity plans as necessary to conform to risk assessment and risk management strategies.		
20%	Attend meetings; represent the Commission before various public agencies and the legislature; provide presentations to management, industry groups, government representatives, and the media; perform other related duties as required. Serve as a subject matter expert in working with upper management.		
5%	Prepare correspondence, reports and surveys; present relevant data; and if needed prepare testimony and serve as an expert witness in formal Commission hearings. Attend ROSB branch meetings and conferences; as needed.		

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5%	<u>MARGINAL FUNCTIONS:</u> Perform other work-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies. Ability to: Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a leadperson; gain and maintain the confidence and cooperation of those contacted during the course of work. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Expected to travel overnight, occasionally for several days at a time. • Report to the designated CPUC office, as the headquarters location	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Matthew Cardiff	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE