

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Communications and Broadband Policy / Cross Industry Spatial Analysis	CLASS TITLE Senior Telecommunications Engineer (Non-Supervisor)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-253-3637-xxx
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: Public Advocates Office ("the organization") represents residential and small business ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums). These proceedings and processes set rates, rules, policies, and regulations. Under the general direction of the Program and Project Supervisor in the Cross Industry Spatial Analysis Section of the Communications and Broadband Policy Branch, the Senior Telecommunications Engineer (Non-Supervisory Role) will conduct high-level, complex research and analysis of telecommunications networks, including but not limited to network topographies, service and security quality of networks, comparable analysis of telecommunications offerings, and network deployment engineering standards. The incumbent will apply their knowledge of telecommunications engineering to inform internal and external stakeholders of the interplay between telecommunications engineering standards and the regulatory framework of both the California Public Utility Commission and, as necessary, the Federal Communications Commission. The Senior Telecommunications Engineer will work on Commission proceedings related to Telecommunications in various capacities, including but not limited to – leading assigned projects, consulting as an individual contributor, providing expert testimony, and producing written research projects as assigned.	
% of time performing Monthly 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. (Use additional sheet if necessary)
50%	ESSENTIAL FUNCTIONS: - Conduct high-level, complex engineering analysis on technical and policy issues as well as serve as project lead and expert witness. - Provide high-level technical engineering expertise to the overall Communications and Broadband Policy Branch, project coordinators, and assigned staff in other communications - related proceedings. - Provide testimony, reports, protests, memoranda, comments, and briefs and present testimony in formal Commission proceedings as an expert witness.
30%	- Work and coordinate with other lead analysts and legal counsel to provide expert technical engineering support and produce timely testimonies and reports. - Participate as an expert technical engineer consultant to the Branch's team. - Represent the Branch and the organization in conferences, workshops, or other forums where the Public Advocates Office is a formal party or participant, and coordinate with senior branch staff to communicate with decision-makers. - Provide high-level and complex technical, economic, and policy analysis and recommendations to management involving a variety of regulatory issues related to telecommunications networks, infrastructure projects, cybersecurity, general rate case proceedings, and perform other related work in telecommunications policy analysis.
15%	Maintain and improve knowledge of emerging technologies for communications networks including 911 networks, industry service quality standards, federal rules and trends in service quality matters through research.

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

5%	<u>MARGINAL FUNCTIONS:</u> - Other related work (e.g. providing technical engineering consulting service to other branches in the division and other divisions in the Commission regarding telecommunications and communications network). Occasional travel to conduct inspections and surveys of telecommunications companies' networks may be required. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: Electronics theory; engineering mathematics; principles, practices, methods, terminology and trends in wire communication systems engineering and mobile and microwave radio communications engineering including the fields of radio frequency allocations, electromagnetic wave propagation, radio field strength measurements and tolerances; theory and operation of telephone, data telegraph and teletype systems; engineering economics; Federal Communications Commission rules and regulations; traffic handling procedures; California State Communications Law and the Federal Communications Act of 1934. Ability to: Perform radio and electronic research projects; prepare engineering reports and surveys; design; write specifications and make final engineering recommendations on various radio and wire communications systems; analyze technical data; establish and maintain cooperative relations with those contacted in the work; interpret and apply provisions of the California State Communications Act and the Federal Communications Act of 1934; apply knowledge of wire communications systems to the communications problems of State agencies; secure a valid second class or higher radio-telephone operator license issued by the Federal Communications Commission when such license is or will be necessary for performance of the assigned work. <u>SPECIAL REQUIREMENTS:</u> - Work independently under short time constraints. - Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible. - Effectively relate to all staff levels and work as a member of a team. - Demonstrated ability to distill verbally and in writing complex telecommunications engineering standards and protocols in a manner that is understandable to an audience of non-telecommunications engineers, the public, and other stakeholders. - Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. <u>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:</u> - Open, and transparent public setting. - Variable office temperature. - Able to lift at least 25 pounds. - Long periods of sitting while traveling and attending workshops. - Travel outdoors during summer and winter environments. - Occasional travel to include evenings, weekend or several days at a time. <u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u> - Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. - Maintain consistent attendance. - Demonstrate punctuality, initiative, and dependability. - Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others. - Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE	
SUPERVISOR'S NAME (Print)	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