

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Communications Division		EFFECTIVE DATE
BRANCH/SECTION Consumer Programs Branch/Administrative & Finance		CLASS TITLE Analyst I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-5157-002
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: The Communications Division is responsible for administering public programs, overseeing carrier compliance with rules and requirements established through licenses to operate, and deploying broadband services under State and Federal programs. Under the direction of the Supervisor I, the incumbent (Analyst I) will perform analytical and administrative duties in support of the Consumer Programs Branch and will serve as a backup liaison in the areas of Human Resources (HR) for compliance monitoring, timekeeping, resolution processing, and other operational functions.		
% 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>	
30%	<u>ESSENTIAL FUNCTIONS:</u> Serve as the backup HR Division Liaison (DL) to facilitate and provide high-level guidance to division management on personnel related processes in coordination with the HR Division. Ensure the submittal of accurate, timely, and necessary documents for the Request for Personnel Action (RPA) at all phases of the hiring process (recruitment, selection, appointment, onboarding, and offboarding). Review hiring packages to ensure application screening criteria, interview questions and rating criteria follows the Merit System Principals. Collaborates in developing hiring strategies for hard to recruit classifications. Communicates effectively with managers, supervisors, and staff to disseminate policy updates and disseminate resources from Department of Human Resources (CalHR), State Personnel Board (SPB), and Department of Finance (DOF) related to hiring standards.	
25%	Initiate request to Budgets for vacancies, authorized positions and other staffing requirements based on organizational trends; provide proactive planning of hiring, recruitment opportunities, and other applicable personnel requirements. Responsible for maintaining, reconciling, tracking position reports, vacancy log, organizational charts, and probation & performance reports to monitor timely submission of required reporting in alignment with guidelines and applicable rules.	
20%	Update the Employee Timesheet System (ETS) and process time sheets for the Administrative and Finance unit. Collect and file telework agreements, send updates to the Health & Safety unit of staff additions or separations. Distribute electronically reminders to deputy directors, managers and supervisors of upcoming due dates regarding mandatory training, forms and departmental compliance concerns.	
10%	<u>DIVISION SUPPORT:</u> Process and publish Communications Division resolutions; maintain resolution files and systems; send/e-mail communications to distribution and service lists. Serves as a point of contact and administer for the Internship Program such as University Enterprise, Inc. (UEI) and other interagency agreements with universities and community colleges to contribute to the recruitment efforts of the division and operational staffing requirements. This includes but is not limited to: • Monitor job sites posting. • Abide by policies and the UEI process manual. • Coordinate with managers and staff with onboarding and off-boarding interns.	

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10%	Attend monthly HR liaison and Timekeeping meetings to maintain knowledge and awareness of all HR processes and procedures to disseminate information to management and staff. Attend job related training, conferences and meetings. Travel as necessary. Perform other job-related duties as assigned.	
5%	<u>MARGINAL FUNCTIONS:</u> Perform other job-related duties as required. <u>KNOWLEDGE AND ABILITIES [From Class Specs]</u> Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and 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. • Occasional travel that may include overnight, weekends and several days at a time.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE