STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications	EFFECTIVE DATE
BRANCH/SECTION Consumer Programs Branch/California Teleconnect Fund	CLASS TITLE Public Utilities Regulatory Analyst I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-333-4592-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:

The California Teleconnect Fund (CTF) program is one of the Commissions' six universal service telecommunications programs. The CTF focuses on assisting anchor institutions such as schools, libraries, community colleges, government health care facilities, and community-based organizations with financial access to advanced communications service by subsidizing those services, pursuant to Public Utilities Code §280.

Under the supervision of the Program & Project Supervisor the incumbent, (PURA I) performs entry-level duties and provides support; conducts a broad range of research and analysis applicable to public utilities and regulation for the Consumer Programs Branch – California Teleconnect Fund (CTF) Section; the incumbent will work on technical and administrative assignments related to the CTF program and carrier pricing of eligible services.

% 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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS:
30%	**Evaluate Pricing Data Requests for Carriers** • Assist in the development of reporting methodologies for CTF carriers and communicate systems to carriers by establishing workshops and manuals through effective and ongoing communication. • Cooperatively review and conduct analysis of technical and policy research to evaluate carriers' compliance with established processes and reporting requirements; and correspond with carriers to determine the eligibility of the services they provide. • Independently, evaluate and generate invoices submitted by parties; prepare spreadsheets, access databases and statistical tools to identify anomalies, trends, and potential errors in carrier reimbursement requests.
25%	**Data Collection of Price Reporting Requirements** • Perform quantitative analysis using spreadsheets, statistical tools, and databases to identify trends, variances, and potential compliance issues. • Collect, research, and analyze pricing data for CTF-eligible services offered by telecommunications carriers in California. • Provide input on and assist in developing surveys of services offered by both CTF-participating and non-participating carriers. • Develop and prepare reports and presentations, and assist with data collection, organization, and verification.

20%

CTF and related FCC Proceedings/Legislation

- Develop economics, policy, and technical analysis to support the development of CTF program policies, rules, and guidelines.
- Prepare presentations and deliver information in the CTF Administrative Committee meetings and outreach webinars.
- Assist in drafting rulings and decisions for CTF proceedings, and support implementation of adopted policy or rule changes.
- Analyze and prepare legislative analyses on pending legislation affecting the program.
- Research, analysis, and draft comments to proposed Federal Communications Commission rulemakings and orders as needed.

15%

Review of CTF Claims and Applications

- Analyze CTF claims submitted by carriers to ensure forms are complete, accurate, and compliant with program rules, and assist in preparing financial documents for CPUC Fiscal Office payment processing.
- Track and monitor program budgets and cash balances by preparing monthly financial reports, reconciling payment records with the Fiscal Office, and assisting in presenting updates to the CTF committee, team, and management.
- Responsible for CTF program enrollment and verify that applicants meet all program requirements; collaborate with staff members to ensure review and the integrity of carrier applications.

10%

MARGINAL FUNCTIONS:

Participate or assist in organizing conferences, meetings, or workshops on related communication subjects and perform other duties as required.

Participate in required training; Assist in program outreach efforts.

KNOWLEDGE AND ABILITIES [*From Class Specs***]**

Knowledge of:

Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations.

Ability to:

Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Proficiency with communications-related technologies, including personal computer applications such as spreadsheets and word processing software, telecommunications equipment, Internet, voicemail, email, etc.

Work hours are Monday through Friday, and generally 8 A.M. to 5 P.M. unless alternative arrangements are agreed to by both the employee and the Communications Division management, and breaks are consistent with Bargaining Unit requirements, which may change.

Reliability regarding attendance and completing jobs on time, with quality deliverables.
Dress appropriately for a business/government environment and some travel required.
Ability to lift 20 pounds.

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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