

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources		EFFECTIVE DATE
BRANCH/SECTION Performance Management Unit		CLASS TITLE Analyst I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 AM to 5:00 PM		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-5157-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: Under supervision of the Supervisor I, the Analyst I provides advice, guidance, technical analysis, training, and support to departmental management on performance related compliance requirements, personnel issues, personnel policy, employee performance management, progressive discipline, non-punitive actions, and general classification and hiring in accordance with appropriate laws, regulations, and policies.		
% 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)	
35%	<u>ESSENTIAL FUNCTIONS:</u> Responsible for ensuring compliance with required reporting and tracking of Performance Management (PM) related materials, such as Probation and Performance Appraisal reports. Ensures various PM related materials are maintained accurately and timely through designated platforms and reporting, including but not limited to: • Timely issuance of reminders and follow-ups to management and Division Liaisons using California Public Utilities Commission (CPUC) tracking tools. • Partners with PM representatives to determine next steps for non-compliance. • Reviews requests for extension of probation periods, and other classification and compensation requests for appropriateness and approves or disapproves accordingly. • Makes recommendations to management on how to improve policies, procedures, and processes to ensure effectiveness and efficiency tracking and compliance.	
35%	Assists in ensuring performance advisement and necessary documentation are in accordance with CPUC and state policies, processes, rules, and regulations. These tasks include but are not limited to: • Reviews counseling and disciplinary documentation submitted by management to provide edits or advisement. • Assists in preparing written notification, ensuring conformity with State Personnel Board rules, departmental policy and guidelines, departmental penalty standards, and bargaining unit contract provisions. • Assists in the collaboration with CPUC legal counsel and division contact(s) in the gathering of supporting documentation, preparation of required documents, and drafting of Notice of Adverse Actions, Notice of Rejection During Probations, and Notice of Absence Without Leave (AWOL) separations, etc. in accordance with applicable templates to serve notices.	

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	Print and compile notice package, coordinate with Administrative Services Division to acquire necessary mailing options for service and serve timely.
10%	Monitors and maintains the PM Inbox by responding timely to various human resources requests from program management/staff and routing reports or other inquiries to appropriate parties.
5%	Assists in a liaison style capacity for the Legal Office, Labor Relations, and management staff to ensure performance related documents and advisement are in compliance with labor contract provisions which may include obtaining concurrence on proposed actions, preparing expectations, and other performance memoranda.
5%	Assists in the development, administration, and implementation of CPUC training(s) and resources to keep CPUC management informed of performance related matters, including but not limited to, preparing, and conducting training, agendas, lesson plans, content, materials, exercises, handouts, and PowerPoint presentations.
5%	Assists with the CPUC's Quarterly Recognition program to ensure timely and accurate implementation, including but not limited to, serving as the main point of contact in the solicitation and administering survey for nominations, reviewing survey responses, coordinating executive level panel review to select nominees, coordinating with the Executive Director office to provide results, certificates and talking points for Commission meetings, and track and log final results in designated folders and platforms.
	<u>MARGINAL FUNCTIONS:</u>
5%	Assists in representing the department at meetings and conferences and may serve as the liaison between the CPUC and control agencies. Serves as the back up to other PM staff as needed.
	Performs other job- related duties as assigned.
	<u>KNOWLEDGE AND ABILITIES</u>
	Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.
	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.

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Must be regular and acceptable attendance at such a level as is determined at the Department's sole discretion.
- Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.
- Occasional travel may include evenings, overnight, weekends or several days at a time.

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