STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Building Decarbonization and Gas Policy Branch / Gas & Oil Pipeline Costs and Rates	CLASS TITLE Public Utilities Regulatory Analyst III
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, or Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-325-4611-007

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 of the Program and Project Supervisor (PPS) the incumbent will perform responsible, varied, and difficult policy and/or technical analytical work associated with the Commission's oversight of energy policies and programs. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.

% 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:
40%	• Exercises independent judgment, conducts economic, policy and/or technical analyses for related area(s) of assignment. Performs original research, analysis, and makes recommendations on findings and determining the broad policy or analytical framework for the future programs, procedures, and processes. This may involve providing support to multidisciplinary teams or exercise lead responsibility on a project. • Assist Administrative Law Judges (ALJs) regarding rulings and proposed decisions, provides technical support for ALJs in formal proceedings before the Commission, prepares briefings, performs policy research, and prepares alternate decision drafts for Commissioners and their advisors. • Represent the Energy Division and/or the CPUC in various high-profile settings. Collaborate with other state agencies and stakeholders.
35%	• Organize and facilitate workshops and/or stakeholder meetings. Prepare workshop reports, as needed. • Review procedural filings and documents, advice letters and author resolutions and dispositions, as needed. • Prepare and negotiate scopes of work for consultant activities, participate in consultant selection, and review consultant work products. Oversee and manage contracts. • Assist Commissioners, their advisors, management and other decision-makers regarding issues in the assigned areas.
20%	• Review and prepare comments on pending legislation and respond to inquiries from the public and legislative staff. • Coordinates CPUC activities with other state agencies to help achieve statewide clean energy goals.

5%

MARGINAL FUNCTIONS:

- Other related job duties as required.
- Coordinates with analysts in other sections or branches on related issues.
- To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.

KNOWLEDGE AND ABILITIES [*From Class Specs*]

- **Knowledge of:** Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.

- **Ability to:** Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.
- Occasional travel may be required within and outside the state of California to include evenings, weekends, or several days at a time.
- Workspaces may be shared or used on a hoteling basis; employees may not have permanently assigned cubicles or offices.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print) Devla Singh	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