STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION	EFFECTIVE DATE
Communications Division	
BRANCH/SECTION Broadband Deployment Branch	CLASS TITLE Public Utilities Regulatory Analyst III (PURA III)
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) 680-334-4611-501

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 the direction of the Program & Project Supervisor, the PURA III will conduct complex economic, policy and/or technical analyses and research to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA III's primary assignments are, as part of team of analysts and decision makers, to develop, deploy, and implement a program to fund broadband infrastructure projects. The PURA III may be assigned work in other areas and branches of the organization, as directed.

% 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)*
35%	**ESSENTIAL FUNCTIONS:** • Conduct varied and complex technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects. • Evaluate existing approaches, methodologies, and frameworks and recommend best practice in future projects. • Develop and secure approval for plans outlining objectives. • Develop and secure approval for new approaches, methodologies, and frameworks that can serve as a new standard or best practice in future projects. • Conduct complex analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and make appropriate recommendations on a broad range of complex public utility regulatory issues and challenges pertaining to broadband infrastructure deployment. • Independently carry out assignments, providing accurate status reports and meeting internal and external deadlines. • Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files. • Use computer applications to conduct varied and difficult analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary.
35%	• Write and defend reports and staff proposals in formal proceedings on complex issues pertaining to broadband infrastructure deployment. • Coordinate with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband. • Analyze and make recommendations regarding protests to resolutions and comments on proposed decisions for complex matters to enable CPUC Commissioners and decision makers to resolve protests and comments. • Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques, when necessary, to high level officials inside and outside the CPUC, including the utilities, intervenor organizations, and other agencies.
25%	• Prepare moderately complex studies, projects, and/or programs. • Prepare materials and assist discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and provide written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and

5%	implementation of broadband infrastructure projects. • Communicate with staff at the utilities, CPUC, and other organizations and agencies. • Acts as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product. **MARGINAL FUNCTIONS:** • Perform other job-related duties and assignments as required to support the efforts of the Communications Division. **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. Public Utilities Commission Code, and rate-making policy and procedures. **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. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**: • Works 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. • Able to perform effectively in a highly complex, open, and transparent public setting. • Communication, written, oral and interpersonal, analytics, and attention to detail. • Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency. • Other Software – Stata, SPSS, MatLab, Tableau, ArcGIS, JIRA, and Salesforce. • Able to lift at least 25 pounds. • Attend training, complete agency work tracking system entries, and perform other duties as required. • Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Travel on business. • Ability to rent or drive a personal or state-owned vehicle. **CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS**: • Maintain consistent attendance. • Demonstrate punctuality, initiative, and dependability. • Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others. • Practice, model and advance good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others. • Advance and contribute to continuous improvement and a positive, high performing work environment.

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

STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Broadband Deployment Branch	CLASS TITLE Public Utilities Regulatory Analyst II (PURA II)
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) 680-334-4593-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 the direction of the Program & Project Supervisor, the PURA II will conduct varied and difficult economic, policy and/or technical analyses and research to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA II's primary assignments are, as part of team of analysts and decision makers, to develop, deploy, and implement a program to fund broadband infrastructure projects. The PURA II may be assigned work in other areas and branches of the organization, as directed.

% 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)*
	ESSENTIAL FUNCTIONS:
35%	• Conduct varied and difficult technical, analytical, and policy research through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects. • Evaluate existing approaches, methodologies, and frameworks and recommend best practice in future projects. • Develop and secure approval for plans outlining objectives. • Conduct analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and make appropriate recommendations on a broad range of public utility regulatory issues and challenges pertaining to broadband infrastructure deployment. • Independently carry out assignments, providing accurate status reports and meeting internal and external deadlines. • Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files. • Use computer applications to conduct varied and difficult analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary.
35%	• Write and defend reports and staff proposals in formal proceedings on moderate complex issues pertaining to broadband infrastructure deployment. • Coordinate with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband. • Analyze and make recommendations regarding protests to resolutions and comments on proposed decisions for moderate complex matters to enable CPUC Commissioners and decision makers to resolve protests and comments. • Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques, when necessary, to high level officials inside and outside the CPUC, including the utilities, intervenor organizations, and other agencies.
25%	• Prepare studies, projects, and/or programs. • Prepare materials and assist discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and provide written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and implementation of broadband infrastructure projects. • Communicate with staff at the utilities, CPUC, and other organizations and agencies.

- Acts as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product.

MARGINAL FUNCTIONS:

- Perform other job-related duties and assignments as required to support the efforts of the Communications Division.

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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. Public Utilities Commission Code, and rate-making policy and procedures.

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. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Works 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.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Other Software – Stata, SPSS, MatLab, Tableau, and/or ArcGIS, JIRA, and Salesforce.
- Able to lift at least 25 pounds.
- Attend training, complete agency work tracking system entries, and perform other duties as required.
- Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Travel on business.
- Ability to rent or drive a personal or state-owned vehicle.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice, model and advance good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Advance and contribute to continuous improvement and a positive, high performing work environment.

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CALIFORNIA PUBLIC UTILITIES COMMISSION

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