STATE OF CALIFORNIA

# DUTY STATEMENT

***CALIFORNIA PUBLIC UTILITIES COMMISSION***

| DIVISION<br>Public Advocates Office | EFFECTIVE DATE: |
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| BRANCH/SECTION<br>Executive \| Budget & Administrative Services | CLASS TITLE<br>Supervisor II |
| WORKING DAYS AND WORKING HOURS<br>Monday through Friday 8:00 a.m. to 5:00 p.m. | PHYSICAL WORK LOCATION<br>San Francisco |
| INCUMBENT (If known)<br>Sebastian Sandoval | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>680-250-4801-001 |

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 Public Advocates Office is an independent organization within the CPUC that advocates solely on behalf of utility ratepayers. The Public Advocates Office's Director is appointed by the Governor and the organization has its own independent operating budget. Its statutory mission is to obtain the lowest possible rate for service consistent with reliable and safe service levels. The Supervisor II oversees the Office's Budget and Administrative Services Section and reports to the Deputy Director of Energy and Administration.

| % 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)* |
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| | **ESSENTIAL FUNCTIONS:** |
| 20% | Under the general direction of the Public Advocates Office Deputy Director of Energy and Administration, the Supervisor II is responsible to manage, oversee, plan, and supervise the Public Advocates Office's Budget and Administrative Services (BAS) Section in the areas of budget, contracts, hiring, recruitment, and timekeeping. |
| 20% | Develop administrative policies and directs and coordinates the section's activities related to personnel administration including but not limited to personnel activities related to recruitment, hiring, promotion, separation, position reclassification and justification, creation of additional CEA positions, providing guidance on progressive disciplinary actions. |
| 20% | Develop administrative policies and directs and coordinates the section's activities related to business services functions such as procurement, communications and computer resources, contract management, timekeeping, document management and retention policies, space planning activities, and work environment maintenance and improvements.<br><br>Develop administrative policies and directs and coordinates the section's activities related to preparation and management of the Public Advocates Office's budget, and the coordination of budget processes within the Public Advocates Office, the CPUC, and the Department of Finance. |
| 20% | Cultivates and maintains constructive working relationships with the CPUC's Administrative Services Division, Human Resources Division. Coordinates closely with the Director, Deputy Directors, Program Managers and Supervisors on BAS Section work to keep management apprised of critical issues and problems. Update and maintain the Public Advocates Office's intranet and internet website. Ensure delivery of high-quality and timely services to Public Advocates Office management and staff; take proactive steps to avoid potential issues and identify and recommend options and solutions to resolve issues. Meet deadlines, monitor workload trends, and allocate resources accordingly. Develop and maintain training and customer service policies. Design and implement a professional development and training program for staff in the BAS Section; mentor and provide training to improve and expand the knowledge, skills and abilities of staff across multiple areas. Build a culture with a strong orientation toward: customer service; compliance to policies, rules, and procedures; diligence and teamwork; personal and team accountability; mutual respect; efficiency; and cost effectiveness. |
| 15% | Oversee the Public Advocates Office's Budget and Administrative Services (BAS) Section staff, including training, directing, establishing work standards, setting work expectations and priorities, evaluating work performance and providing feedback (verbally and in writing), and initiating disciplinary action as necessary. |

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| 5% | **MARGINAL FUNCTIONS:**<br>Attend job related trainings, conferences and meetings. Travel as necessary. Perform other job-related duties as assigned.<br>**KNOWLEDGE AND ABILITIES** [*From Class Specs*]<br>**Knowledge of**: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.<br>**Ability to**: Reason logically and creatively 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.<br>**SPECIAL REQUIREMENTS:**<br>• Work independently under short time constraints.<br>• Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.<br>• Effectively relate to all staff levels and work as a member of a team.<br>• Able to perform effectively in a highly complex, open, and transparent public setting.<br>• Communication, written, oral and interpersonal skills, analytics, and attention to detail.<br>• Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.<br>**WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES**:<br>• Open, and transparent public setting.<br>• Variable office temperature.<br>• Able to lift at least 25 pounds.<br>• Long periods of sitting while traveling and attending workshops.<br>• Travel outdoors during summer and winter environments.<br>• Occasional travel to include evenings, weekend or several days at a time.<br>**CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS**:<br>• Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.<br>• Maintain consistent attendance.<br>• Demonstrate punctuality, initiative, and dependability.<br>• Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.<br>• Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.<br>• Contribute to continuous improvement and a positive, high-performing work environment.<br>• Able to work full-time. |

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
| NATHANIEL SKINNER | | |

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 |
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