STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Electric Planning and Market Design Branch / Integrated Resource Planning - Procurement Oversight Section	CLASS TITLE Public Utilities Regulatory Analyst IV
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) 680-323-4615-002

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 general direction of the section Program and Project Supervisor, the incumbent will exercise independent judgement, conduct complex economic, policy and/or technical analyses and research to support administrative law judges, commissioners, and advisors on a wide range of issues to develop, implement, and oversee comprehensive 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)*
30%	**ESSENTIAL FUNCTIONS:** • The incumbent will oversee specific energy subject area projects or programs and participate as part of a team with other staff, including staff in other sections, branches, and divisions on energy and transmission issues. This responsibility may involve providing support to multidisciplinary teams and acting as a leader on a project requiring substantial expertise. • Develop and implement energy policies and program rules and processes to implement legislation and State and Commission policies. • Assist Administrative Law Judges (ALJs) with rulings and proposed decisions, provide technical support for ALJs in formal proceedings before the Commission, prepares briefings, perform policy research, and prepare alternate decision drafts for Commissioners and their advisors. • Assist the Commission with its implementation of the Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state.
30%	• Perform original research and analysis and make recommendations on findings to Commissioners, their advisors, management and other decision-makers. Additionally, this work may require analyzing complex regulatory issues to develop findings. • As lead analyst, gather data and conduct economic, policy and financial analysis and synthesize the information and analysis to provide program oversight. • Review and analyze utility advice letter filings and evaluate them for compliance with the Commission's rules and requirements. Advice letter review work may also include writing resolutions that explain analysis and findings. • Assist in analysis and preparation of comments on pending legislation, participate in public hearings, and respond to inquiries from the public, other agencies, the media, and legislative staff.

25%

- As project or program lead, facilitate workshops and/or stakeholder meetings in the assigned subject areas and work cooperatively with market participants and interested parties to help achieve statewide clean energy goals. This may include managing inter-agency relationships and work product.
- 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.

10%

- Support Program and Project Supervisors, Division and Commission efforts in the development, training, and mentoring of junior staff, strategic planning and budget issues, and provide overall support, such as helping with hiring and procuring contract services.

5%

MARGINAL FUNCTIONS:

- Other related job duties, as required.
- 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.

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, e-mail, etc.
- Ability to complete tasks related to the safety of the employee’s work site, such as participating in emergency drills and on safety teams.
- Travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.

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