STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Broadband Regional Initiatives/Broadband Deployment	CLASS TITLE Program and Project Supervisor (PPS)
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) 680-334-3504-930

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 a Program Manager, the Program and Project Supervisor (PPS) is responsible for planning, organizing, and directing the work of a group. The group of analysts contribute to the development and administration of the multi-year broadband investments, including compliance and enforcement. The PPS is expected to provide the necessary supervision to ensure the team is functioning and collaborates across the branch. Further, the PPS guides the team in implementing the broadband initiative including completion of budgets, reports, audits, and related activities timely in a manner that keeps management fully informed of progress.

% 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:
30%	Plans, organizes, supervises, leads, assigns, and directs staff in all matters pertaining to the broadband initiatives. Supervises staff contributing to the implementation of the Broadband Regional Initiatives programs and manages use of data analysis, project management, Geographic Information Systems, Customer Relation Management, and grand management systems.
20%	Develops and provides policy directions and recommendations. Including compliance, graduated enforcement, escalation, and/or litigation. Ensures timely completion of required reports and audits. Advises division management and decisionmakers on the status of all assigned branch matters, such as budgeting; status of available funds; policy recommendations; timelines; program improvements; new developments or issues; and equipment or resource needs. Provides a review of all work products to ensure high-quality use of the Microsoft Office suite.
15%	Represents the Commission, the Director, or Program Manager in meetings and conferences; participates in compliance actions, investigations, litigation, and hearings; testifies as an expert witness in proceedings before the Commission and courts; and prepares correspondence, and reports. Coordinates with other branches, sections, agencies, and stakeholders on matters related to broadband deployment. Prepares and delivers presentations.
15%	Evaluates individual staff work, provides feedback and performance appraisals; prepares appropriate disciplinary action; evaluates and selects personnel; and provides training for staff development using probation reports and annual reviews.

15% Implement methods and procedures to ensure compliance with all California's procurement, fiscal and program management rules.

MARGINAL FUNCTIONS:

5% Leads or participates on "task force" teams dedicated to any Communications Division or interdivisional project(s) or program(s).

KNOWLEDGE AND ABILITIES [*From Class Specs***]**

Knowledge of: California Public Utilities Code pertaining to utilities other than transportation utilities and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.

Ability to: Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data, and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Work in an office setting that may require sitting at a desk for extended periods at a time.
- Occasional travel throughout the state of California to include evenings, weekends, overnight 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