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 Analyst II
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) 680-323-5393-001

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:

Under the direction of the Program and Project Supervisor, the incumbent will perform complex technical analytical assignments such as program evaluation and planning and contracts tracking and analysis; and continually provide consultative and support services to management and staff. The analyst will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes. Position authorized by Governor's Budget (Fall) - Implementation Support for SB 846 of 2022

% 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%	• Independently perform a wide variety of complex analytical assignments related to contract management and procurement oversight. Responsibilities include tracking and analyzing contract budgets and schedules, reviewing and approving task order authorizations to ensure alignment with scope and state requirements and reviewing invoices in collaboration with division staff. • Oversee and maintain tracking systems for contract encumbrances, and coordinate work progress and financial reconciliation with the Contracts and Budgets Offices. • Lead regular consultant progress meetings and prepare summary reports and recommendations. Manage the development and coordination of Requests for Proposals and coordinates the contractor selection processes, along with assigned staff. The incumbent will identify and recommend improvements to contract administration for the Electric Planning and Market Design Branch. They will serve as a subject matter resource and provide consultative support to division management on contract-related policies, procedures, and performance tracking. • The incumbent will prepare and analyze project schedules, risk factors and status reports to inform program decisions.
25%	• Maintain and track questions and filings being submitted through the Integrated Resource Planning (IRP) Data Request Inbox. Distribute questions to assigned analysist and send responses to Load Serving Entities (LSEs) and other stakeholders through the inbox. • Work with the technical lead on maintaining the IRP Data Request Inbox dashboard. • Run reports and performed other analytical tasks related to the inbox. • Provide research support and a wide variety of complex analytical assignments related to information tracked in the IRP Data Request Inbox. • Oversee and maintain tracking systems for IRP Data Request Inbox questions and responses and coordinate work progress related to the IRP Data Request Inbox. • The incumbent will track and evaluate LSEs filings for completeness and alignment with regulatory requirements and provide recommendations for follow-up action.

25%

- Conduct research, analyze program-related documents, prepare and review written materials such as reports, presentations, and policy summaries.
- The incumbent will provide analytical facilitation support to the team by leading administrative coordination for stakeholder workshops and other public-facing events, including logistics planning, document development, and stakeholder follow-up.
- Serves as a liaison for external communications by maintaining and updating web content, coordinating the distribution of notices and documentation to service lists, and analyzing inquiries from stakeholders to identify trends or issues requiring management attention. The incumbent will coordinate and prepare complex presentations for Energy Division staff and external stakeholders.
- Oversee document management systems and records retention practices for the Electric Planning and Market Design Branch to ensure compliance and operational efficiency.
- Maintains information on the IRP Procurement Website.

15%

- Perform analytical work related to administrative functions across the Electric Planning and Market Design Branch. Evaluates and recommends improvements to business processes related to records retention, purchasing, and contract tracking.
- Assists branch and division leadership in the development of the annual Operating Expenses & Equipment, Travel Budget, including data analysis, projections, and the justification of resource needs.
- Provides consultative support in planning and coordinating branch-level trainings, team development activities, and internal events. Identifies gaps or inefficiencies in internal operations and propose policy or procedural changes to increase effectiveness and alignment with program goals.
- Provides team leadership support and coordination across teams in response to Public Information Act requests.

MARGINAL FUNCTIONS:

5%

- Provide administrative support related to cubical staff assignments and other in-office support to Energy Division Staff.
- Other duties as assigned.

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

- **Knowledge of:** Principles, practices, and trends of public and business administration, record retention, management, and supportive staff services such as budgeting and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

- **Ability to:** Reason logically and creatively and 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel may be required within and outside the state of California to include evenings, weekends, or overnight. Records retention work may require extended physical presence in San Francisco due to location of existing records.
- 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) 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