STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Electric Planning and Market Design Branch / Integrated Resource Planning – Transmission and Interconnection	CLASS TITLE Public Utilities Regulatory 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) 680-323-4593-005

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 direction of the Program and Project Supervisor (PPS) the incumbent will perform responsible, varied, and difficult policy and/or technical analytical work associated with the Commission's oversight of 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)*
	ESSENTIAL FUNCTIONS:
40%	• Conducts the more technical economic, policy and/or analyses for assigned areas, including but not limited to: performing research, analysis, and makes recommendations on findings to management by compiling summaries and recommendations and/or options; preparing briefing packages and/or presentations for Administrative Law Judges (ALJs), Commissioners and other decision makers, and interested parties regarding assigned issues, rulings, and proposed decisions. • Apply existing analytical methods to more difficult problems in assigned area,such as being able to independently determine the most appropriate spreadsheet modeling tools and reports pertaining to trends in utility revenue requirements, sales, rates, and bill impacts.
35%	• Assist in the preparation and participation in workshops and/or stakeholder meetings directed by higher level staff. • Present ideas, research, analysis, findings and recommendations orally and in writing to stakeholders, managers, and decision-makers.
20%	• Review and address advice letters and assist in drafting resolutions, legislative reports, and public presentations. • Review and provide supporting analyses for proposed decisions and assist in drafting briefing materials and delivering presentations to management and decision-makers.

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.
- To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.

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

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.
- 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)	SUPERVISOR'S SIGNATURE	DATE
Neil Raffan		

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 Energy	EFFECTIVE DATE
BRANCH/SECTION Electric Planning and Market Design Branch / Integrated Resource Planning – Transmission and Interconnection	CLASS TITLE Public Utilities Regulatory Analyst I
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) 680-323-4592-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 supervision of the section Program and Project Supervisor, the incumbent will conduct a broad range economic, policy and analyses and research for the development of 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)*
	ESSENTIAL FUNCTIONS:
35%	• Conducts the less complex economic, policy and analyses for assigned areas, including but not limited to: performing research, analysis, and makes recommendations on findings to management by compiling summaries and recommendations and/or options; preparing briefing packages and/or presentations for Administrative Law Judges (ALJs), Commissioners and other decision makers, and interested parties regarding assigned issues, rulings, and proposed decisions. • Implements Commission directives and provide recommendations of limited scope to management that are consistent with energy policies and programs. This may also involve providing support to multidisciplinary teams or senior analyst(s) on a project.
30%	• Reviews procedural filings and documents, advice letters, and authors resolutions and dispositions under the supervision of higher-level staff. • Assists in providing economic, policy, and/or analytical support for assigned areas, including but not limited to performing economic calculations; assisting with comment summaries; and researching program rules for ALJs in formal proceedings before the Commission. • Conducts policy and program analysis and utility oversight pursuant to Public Utilities Code Section 451 to support the safety of Californians.
15%	• Attends public hearings and meetings and assists in CPUC's collaboration with other state agencies and stakeholders to help achieve statewide clean energy goals. • Assists higher level analysts prepare for industry workshops and/or stakeholder meetings. This may involve acting as an assistant facilitator and/or recorder; writing summaries of results; and preparing workshop summary reports, as needed. • Assists in responding to inquiries from the public, other agencies and legislative staff.

ESSENTIAL FUNCTIONS (CONTINUED):

15%

- Using tools like Microsoft Excel, conducts quantitative analysis, frequently at the direction or senior analysts.
- Assists higher level analysts prepare and negotiate scopes of work for consultant's projects; assist higher level analysts in consultant work product review that will use approved and established criteria (like Department of General Service approved State Contracting Manual), providing oversight of contractors performing technical work on modelling, databases, or other quantitative focused projects;
- Prepares data requests; Reviews, compiles and analyzes data into databases; and develops robust visual display of quantitative information for eventual use by decision makers.

MARGINAL FUNCTIONS:

5%

- Other related job duties as required, such as helping with intra-organizational coordination and events.
- Coordinates with analysts in other sections or branches on related issues.
- 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.
- To the extent relevant to incumbent's work, assist the Commission with its implementation of the following cross-cutting efforts: Policy and program oversight work to ensure energy system is safe; Environmental and Social Justice Action Plan such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state's greenhouse gas goals at the least cost to ratepayers.

KNOWLEDGE AND ABILITIES [*From Class Specs*]

- **Knowledge of:** Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining to public utilities and transportation regulations

- **Ability to:** Reason logically and creatively; utilize a variety of analytical and research techniques 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.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.
- 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) Neil Raffan	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