STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION	EFFECTIVE DATE
Public Advocates Office	
BRANCH/SECTION	CLASS TITLE
Electricity Planning and Policy | Resource Planning	Public Utilities Regulatory Analyst III
WORKING DAYS AND WORKING HOURS	PHYSICAL WORK LOCATION
Monday through Friday 8:00 a.m. to 5:00 p.m.	San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)
	680-252-4611-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:

The Public Advocates Office ("the organization") represents ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums), and other venues impacting California utilities and ratepayers. These proceedings and processes set rates, rules, policies, and regulations.

Under the general direction of the Program & Project Supervisor, the incumbent's primary assignments are analyzing utility proposals, examining utility accounting practices and recorded costs, forecasting data, and making appropriate recommendations regarding issues affecting public utilities.

The PURA III performs the more complex and responsive work which is demonstrably above the journey level. The incumbent is expected to develop appropriate methods, secure general approval for a plan that outlines the objective of the analysis, and independently carry out an assignment. Incumbent may exercise lead responsibility over technical professional staff in carrying out a study or program responsibilities. This involves the issuance of a planning identifying key issues; a timetable of deadlines to be met; determining the knowledge, skills, and abilities required to perform and coordinate the work. Incumbent's assignments could involve regulatory matters that are on-going or regularly scheduled, could involve teams with several employees, and could be part of major Commission regulatory programs. Incumbent's assignments are likely to receive standard levels of attention and reporting, and legislative questions are likely to be limited to overall monitoring of programs.

% of time performing monthly 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%	• Conduct more complex research and analysis above the journey level of limited scope through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories. • Develop and secure approval for new and appropriate approaches and methodologies and plans outlining objectives. • Develop appropriate recommendations on more complex public utility regulatory issues and challenges. • Independently carry out assignments of limited scope, providing accurate status reports and meeting internal and external deadlines. • Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files.
35%	• Write and defend testimony in formal hearings covering areas of more complex issues above the journey level of limited scope. • Assist higher level staff in coordinating with attorneys on litigation strategy and cross-examination of utility and intervenor witnesses and providing input on opening and reply briefs. • Write protests to more complex advice letters and other filings. • Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques when necessary.
20%	• Lead over technical professional staff in carrying out some studies, projects, and/or programs. • Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings. • Communicate with mid-level managers at utilities, CPUC, and other organizations and agencies. • Travel and attend field investigations, meetings, workshops and trainings.

5%

MARGINAL FUNCTIONS:

- May assist in workshops with the direction of higher-level staff, be assigned work in other areas and branches of the organization and perform other job-related duties as required to support the efforts of Public Advocates Office.

KNOWLEDGE AND ABILITIES [*From Class Specs*]

Knowledge of: Trends and issues pertaining to public utilities regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities regulatory policy analysis and formulation; Federal and State agencies involved in utilities 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 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.

SPECIAL REQUIREMENTS:

- Work independently under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal skills, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Proficient in other Software – Power Flow, Stata, SPSS, MatLab, Tableau, and/or ArcGIS.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Open, and transparent public setting.
- Variable office temperature.
- Able to lift at least 25 pounds.
- Long periods of sitting while traveling and attending workshops.
- Travel outdoors during summer and winter environments.
- Occasional travel to include evenings, weekend or several days at a time.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Contribute to continuous improvement and a positive, high performing work environment.
- 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

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 Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Electricity Planning and Policy | Resource Planning	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, Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-252-4593-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:

The Public Advocates Office ("the organization") represents ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums), and other venues impacting California utilities and ratepayers. These proceedings and processes set rates, rules, policies, and regulations.

Under the direction of the Program & Project Supervisor, the incumbent's primary assignments are analyzing utility proposals, examining utility accounting practices and recorded costs, forecasting data, and making appropriate recommendations regarding issues affecting public utilities.

The PURA II is responsible for varied and difficult analytical work. In addition to review by the incumbent's supervisor, some of the incumbent's work products, plans and calculations may be reviewed by higher level staff. Incumbent often serves as a team member; however, on rare occasions they may act as a team leader over one or two subordinates on a study or program of minor difficulty. Incumbent's assignments may involve less complexity and controversy. Incumbent's assignments are less likely to receive press or legislative attention, and/or may have little if any contact with other agencies. Work typically does not involve policy questions and other controversial matters.

% of time performing monthly 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%	• Conduct varied and difficult research and analysis of limited scope and controversy through systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories that may be regularly reviewed by higher level staff. • Make appropriate recommendations on varied and difficult public utility regulatory issues and challenges of limited scope and controversy. • Carry out assignments of limited scope that may be reviewed by higher level staff, providing accurate status reports, and meeting internal and external deadlines. • Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files.
35%	• Write testimony that might be reviewed by higher level staff in formal hearings covering areas of varied and difficult analytical and limited scope and controversy. • Coordinate with attorneys on litigation strategy and cross-examination of utility and intervenor witnesses and providing input on opening and reply briefs. • Write protests to varied and difficult advice letters and other filing that might be reviewed by higher level staff. • Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual representation techniques when necessary.
20%	• Support some studies, projects, and/or programs that may be regularly reviewed by higher level staff. • Support in negotiations on varied and difficult issues during the settlement process that may be regularly reviewed by higher level staff. • Represent the organization at intra-agency and inter-agency conferences, workshops, public meetings. • Communicate at the staff-level within the CPUC, utilities, and other organizations, and agencies. • Travel and attend field investigations, meetings, workshops and trainings.

5%

MARGINAL FUNCTIONS:

- May assist in workshops with the direction of higher level staff, be assigned work in other areas and branches of the organization and perform other job-related duties as required to support the efforts of Public Advocates Office.

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 ratemaking 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. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory series.

SPECIAL REQUIREMENTS:

- Work independently under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal skills, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Proficient in other Software – Power Flow, Stata, SPSS, MatLab, Tableau, and/or ArcGIS.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Open, and transparent public setting.
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- Able to lift at least 25 pounds.
- Long periods of sitting while traveling and attending workshops.
- Travel outdoors during summer and winter environments.
- Occasional travel to include evenings, weekend or several days at a time.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
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- Contribute to continuous improvement and a positive, high performing work environment.
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE