STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Energy Infrastructure / Transmission Planning & Policy	CLASS TITLE Utilities Engineer (UE)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-254-3518-003

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:

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

The Utilities Engineer (UE) will conduct entry-level, first working, and or journey level engineering work within the Public Advocates Office. The UE will be assigned duties and responsibilities that commensurate with their background, training, and experience.

Under supervision of the Program and Project Supervisor in the Transmission Planning & Policy Section of the Energy Infrastructure Branch, the UE will perform a wide variety of engineering assignments in connection with utility gas, electric safety, telecommunications, water utilities operations and supplies, infrastructure projects, transmission planning, cyber security, smart gird, electric vehicles, distribution planning, general rate case proceedings, and do other related work in economic and policy analysis.

% 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%	• Perform engineering, economic, regulatory and policy analyses and recommendations on investor-owned utility operations and supplies, infrastructure investment, safety and reliability issues, and general rate case proceedings. • Prepare written work products such as testimony, reports, protests, memoranda, comments, and briefs on assigned areas and consistent with the branch's standards. • Present and defend written and oral testimony as an expert witness in formal Commission proceedings.
35%	• Present clear and well-supported analyses and recommendations to management. • Collaborate with other engineers/analysts and legal counsel to produce timely, coordinated, and effective testimonies and reports. • Represent the Public Advocates Office in conferences, workshops, or other forums.
20%	• Travel and attend field investigations, meetings, workshops, and trainings.
	MARGINAL FUNCTIONS:
5%	• 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.

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

Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.

Ability to: Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a lead person; gain and maintain the confidence and cooperation of those contacted during the course of work.

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 multi-disciplinary teams.
- Perform effectively in a highly complex, open, and transparent public setting.
- Equipped with excellent written and verbal communication and interpersonal skills.
- Possess strong critical thinking and analytical skills and attention to detail.
- Proficient in Microsoft Office Suite, and other analytical software such as ArcGIS, Tableau, etc.
- Proficient in acquiring new knowledge and skills in order to tackle progressively challenging assignments.
- Proficient in cultivating and building constructive relationships to expand expert knowledge.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Open, and transparent public setting.
- Variable office temperature.
- Able to lift at least 25 pounds (unless exempt under reasonable accommodation arrangement).
- Long periods of sitting while traveling and attending workshops.
- Able to travel on business to meet with utilities and industry representatives.
- 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, Internet, voicemail, email, video conferencing, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles.
- Exercise 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
Dave Peck		

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