STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Building Decarbonization and Gas Policy / Natural Gas Policy and Reliability	CLASS TITLE Program and Project Supervisor
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento and Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-325-3504-007

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 the Branch / Program Manager, the Program and Project Supervisor (PPS) is responsible for supervising, planning, and coordinating the activities of the Section. The incumbent directly supervises the work of Section staff, coordinates the Section's work with other Energy Division (Division) sections and other Commission divisions, as necessary, and actively participates as a member of Division's management team. The incumbent may also receive assignments and direction from the Division Deputy Director and the Division Director. 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:
25%	**Review Work Products** Review and take responsibility for the work products of the Section. Work products include memoranda, white papers, proceeding documents (e.g. advice letter dispositions and resolutions, staff proposals, input to rulings and decisions), legislative bill analyses and fiscal impact determinations, fact sheets or summary material, and other written and oral presentations. Ensure the Section's studies and analyses clearly, comprehensively and accurately represent policies and positions in proceedings or other forums. Critically assess utility and other proposals. Participate in meetings with the Program Manager and Director, Administrative Law Judges, other Commission management, and Commissioner Offices to ensure quality Division work products.
20%	**Supervises Section Activities and Staff** Supervise, plan, coordinate, and take responsibility for the activities of the Section. Guide, assign, and actively participate in policy development related to the work of the Section. Delegate responsibility to project coordinators where appropriate. Monitor the quality of staff work products by making sure they conform with applicable rules and regulations, and with Energy Division Best Practices guidance documents; Coordinate Section work and staff resources with other Division sections, other divisions, Commission offices, and advisors by meeting with and regularly communicating with entities the Section is working with and entities the Section is providing advisory support to; Actively participate as a member of the Division's management team with the Program Manager and Director through management meetings and issue-specific briefings.
20%	**Technical Expertise** Provide general technical expertise for the Division on issues related to the regulation of gas and electric utilities. Appear as a representative of the Commission in various venues such as the Legislature, Governor's office, seminars, conferences, and industry meetings. Represent the Division with Commissioners and their advisors in working meetings, briefings, and/or presentations in Commission meetings or other related forums. Engage in interactive contact with news media, officials from utilities, other government agencies, as well as members of community-based organizations and the general public. Provide oversight of staff engaging in similar activities.

ESSENTIAL FUNCTIONS (cont'd):

20% **Staff Development and Appraisal**

Develop staff through identification of needed skills for new hires and promotional opportunities and executing Section hiring and promotion processes, including filling of vacant positions in a timely manner. Complete new employee orientation, probation reports, performance appraisals, and individual development plans (IDPs) within required deadlines. Craft performance appraisals and IDPs that develop and increase skills, enable reasonable opportunity to meet new challenges, increase level of assignments, and identify specific activities and training. Follow through on goals and actions identified in performance appraisals and IDPs. When necessary, use training and progressive discipline methods to improve employee performance.

10% **Administrative Tasks**

Oversee general administrative duties and responsibilities for the Section, including setting employee work hours and attendance expectations and maintaining master schedules of employee work hours and telecommute schedules. Maintain oversight, tracking, and planning of travel and training expenditures.

Provide or mentor staff to provide consultant contract management and oversight. Assess information technology (IT) needs and recommend necessary upgrades. Provide or mentor staff to provide website content organization and updates. Oversee the work tracking system for the Section; and perform other administrative responsibilities as needed. Assume responsibility for Division management functions, such as budget change proposals; training, human resources, IT, or other issues needing a division lead or in support of the Program Manager or Director. Attend and present at Division management meetings.

5% **Marginal Functions:**

Other related job duties as required.

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.

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.

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: Manage staff to meet deadlines, produce high quality work, and work cooperatively as a team. Plan, direct, and coordinate the work of staff. Perform and supervise research work, data analysis and written 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.
- Travel as needed to visit section staff located in other CPUC offices, and to attend training or conferences.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print) Jean Spencer	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