

**DUTY STATEMENT****CALIFORNIA PUBLIC UTILITIES COMMISSION**

<b>DIVISION</b> Communications Division	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Broadband, Video & Market Branch/ Video Franchising & Broadband Analysis	<b>CLASS TITLE</b> PURA V
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> 505 Van Ness Ave, SF. CA 94102
<b>INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-331-4616-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 the general direction of a Program & Project Supervisor, this Public Utilities Regulatory Analyst V (PURA V) will be assigned responsibility over issues related to video service and broadband infrastructure and usage with the highest scope of complexity, sensitivity and controversy. This position will be located within the Video Franchising and Broadband Deployment Group. The incumbent will be part of a team implementing the requirements of AB 2987, The Digital Infrastructure and Video Competition Act of 2006 (DIVCA) and an \$8 million grant from the NTIA under its Broadband Data and Development Program (Grant). Under DIVCA, the Commission's major responsibilities are to support video competition, promote broadband infrastructure deployment, and eliminate the Digital Divide.

This PURA V serves as the Commission's lead technical and policy analyst responsible for a variety of the Group's most complex and sensitive analytical assignments regarding video franchising, broadband infrastructure and competition within California. The incumbent will also provide expert advice regarding advanced communications technologies, issues of convergence in the communications and broadband areas, and specifically work on ensuring the Commission's processes do not act as a barrier to video competition and broadband deployment in California. These issues will have significant attention from external stakeholders, including Executive and Legislative decision makers, service providers, local entities and the media. The analysis to be undertaken may use moderate to advanced statistical methods. The incumbent will be expected to present the findings and propose appropriate policy recommendations to Commission management and decision makers clearly and concisely either verbally or in writing.

The assignments will include being the lead analyst to support the Video Franchise Group's assessment of video programming services, broadband infrastructure and subscribership levels, research in advanced technologies on which broadband and video services rely, the variety and availability of, and subscribership to, various video and broadband products in California, research surrounding the composition of services offered to consumers purchasing video programming and broadband products, and researching and providing support to other state agencies involved in supporting video programming service, broadband deployment and broadband-based programs. This PURA V will assist in the preparation of the team's annual Legislative Report, the work for which will occur primarily between April and July of each year. The incumbent will also work closely with Administrative Law Judges (ALJ) and Commissioners' offices. Topics particularly include regulatory, legislative and judicial actions at both the state and federal level to review and reshape broadband and video policy. Work will require high-level analyses to evaluate, for example, the state of the broadband and video marketplaces and types of policy recommendations which will effectively expand video service competition, broadband penetration and digital access in California, and eliminate the Digital Divide.

The incumbent is also expected to work independently as a team leader, or part of a team, supporting ALJs and decision makers in major proceedings, conducting workshops and preparing reports, conducting research and studies on pending issues, and presenting findings and recommendations to management and Commission decision makers. The PURA V's work expertise should cover a complex synthesis of economics, finance, telecommunications, cable, and information services law, the government, private, and non-profit marketplaces for video and broadband services and other advanced technology and technology applications, and the practical intersection of video service and broadband infrastructure. In addition, the incumbent may also be involved in other related projects and assignments as necessary.

This PURA will undertake work assignments and tasks to help the Legislature, Commissioners, other policymakers and the public understand, develop and/or evaluate various video service and broadband-related policy issues.

# DUTY STATEMENT

## CALIFORNIA PUBLIC UTILITIES COMMISSION

% 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. <i>(Use additional sheet if necessary)</i>
50%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Undertake data gathering, validation, research, and technical and policy analyses of broadband and video data received through DIVCA annual reports, FCC Form 477, the Grant and other sources. Provide complex analysis for the team’s annual Legislative Report, and in support of the CPUC’s comments on video and broadband issues regarding legislative and regulatory proposals and inquiries. Research and evaluate new or proposed policies, review alternatives, evaluate pros and cons, and develop solutions. Prepare written opinions, decisions, notices, resolutions, reports, and correspondence related to the work performed for consideration and action by the Commission and other policymakers. Such work may include preparing reports or written documents for outside agencies. Prepare reports, advise and draft for Administrative Law Judges and Commissioners in formal complaint proceedings lodged by local governments, investigations initiated by the Commission and Commission rule makings. Confer with and provide advice to, Commission management, staff, and external stakeholders, such as franchise holders, local governments, non-profit organizations, and other state agencies, about the status, progress or substance of the various issues and recommendations involving video or broadband issues. May also be assigned to participate or lead conferences, working groups, meetings or workshops.</p>
30%	<p>Provide technical and analytical support on broadband-related regulatory and legislative proposals at the state and federal levels to staff of the Policy Analysis Branch’s FCC/Legislative unit.</p>
10%	<p>Review information submitted by applicants for Video Franchise applications and amendments, evaluate applications for completeness and perform other tasks related to the Commission’s issuance of video franchises under DIVCA.</p>
10%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Participates on “task force” teams dedicated to any Communications Division or interdivisional project or program. And other job related tasks.</p>

# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

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

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

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- Travel may be required in this position

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> Michael Morris	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
--	-------------------------------	-------------

**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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
--------------------------------	-----------------------------	-------------