

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Utility Audits, Risk and Compliance Division (JARCD)	EFFECTIVE DATE
BRANCH/SECTION Utility Audits Branch	CLASS TITLE Public Utilities Regulatory Analyst IV (PURA IV)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 am to 5:00 pm (flexible)	PHYSICAL WORK LOCATION Sacramento or San Francisco
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-417-4615-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 general direction of a Program and Project Supervisor or Supervising Management Auditor, the incumbent will independently perform highly complex analytical duties related to policies, economics, finance, and other technical assignments in connection with energy, telecommunications, water, and transportation industries.

% 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>
25%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Regularly develops, prepares and completes complex written reports presenting in depth research, analysis, findings, and recommendations on complex and controversial assignments that may require active participation in hearings and/or meetings. Discloses and presents findings and recommendations on complex laws, rules regulations and policies by corresponding directly with utilities, CPUC decision-makers, and external parties. Prepares comprehensive written reports and memos describing the results of the analyses and audits, which include identifies complex problem areas, provides conclusions, and makes recommendations as to improvements in systems, policies, and procedures that may have a statewide impact. Presents ideas, research, analysis, findings, and recommendations orally by applying visual representation techniques when necessary to Commissioners, Advisors, Executive Director, and other stakeholders. Leads studies, projects, and training classes in their assigned industry to share their knowledge and expertise with others. Represents the UAB at intra-agency and inter-agency conferences, workshops, public meetings to share expertise or gain additional industry knowledge.</p>
25%	<p>Leads and or prepares audit planning documents, performs complex audit field work at worksite, and prepares audit reports and documents as required by auditing standards. Routinely conducts and independently performs complex assignments, provides accurate status reports and meets internal and external deadlines. Develops and secures approval for appropriate approaches and methodologies outlining objectives, audits scopes, analysis, and conclusions to create plans to ensure utility compliance. Completes tracking for project management and budgeting, and performs other duties as required.</p>

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20%	Directly corresponds to and advises utility companies, CPUC decision-makers and staff on complex policy, economics, and finance related issues stemmed from or related to financial, compliance, and performances audits of utility companies. Advises on complex water and sewer utility audits, balancing account audits, telecommunications audits, energy efficiency program audits, and/or energy procurement audits to determine the level of compliance with applicable policies, procedures, laws, and regulations. Leads development of comprehensive corresponding policies for the Commission to guide public utilities on their accounting and reporting practices for the purposes of setting reasonable utility rates for California consumers. Routinely communicates with executive management at the utilities, CPUC, and other agencies to gain an understanding of various complex programs the CPUC oversees. Corresponds and educates public utilities and the public on new and existing CPUC policies and industry specific regulatory compliance and accounting requirements.
20%	As a lead, conducts complex bill analysis and legislative review of utility related bills to evaluate effect and/or potential fiscal impact due to proposed legislation or amendment to current law and provides recommendations to management. Conducts complex research and analyses on utility related laws, rules, regulations, and policies in order to evaluate and determine any findings and recommendations to recommend process and program improvements. Performs in-depth research on complex federal and state laws, as well as accounting pronouncements that impact public utilities' costs of services and policies to ensure proper implementation.
5%	Maintains organized electronic and hard copy files, reports, workpapers, and ensure appropriate treatment of confidential documents.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Attends job related training and seminars. Other related job duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>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.</p> <p>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.</p>

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Works independently under short time constraints.
- Proficiency in computer software such as Microsoft Word, Excel, Access, PowerPoint, TeamMate and other applications.
- Effectively relate to all staff levels and work independently or as a lead member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Balance the needs/demands of multiple assignments and competing deadlines while remaining flexible.
- Ability to travel to worksites (in state or out of state) away from headquarters which could require extended hours of work and/or overnight or multiple-day trips on a continuous basis.
- Ability to drive in the state of California or other States in a rented, personal or state-owned vehicle.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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