



## Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure / Compliance Assurance	Public Utilities Regulatory Analyst V	681-300-4616-XXX
BRANCH (if applicable)	WORKING TITLE	CBID
Audits and Guidelines	Senior Wildfire Safety Analyst	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, San Francisco, or Los Angeles	N/A
IMMEDIATE SUPERVISOR		
Jeffrey Lidicker		
POSITION DESCRIPTION		
<p>Core Values/Mission: To advance long-term utility wildfire safety by developing data-driven, comprehensive utility wildfire mitigation evaluation and compliance criteria, collaborating with local, state and federal agencies, and supporting efforts to improve utility wildfire safety culture and innovation.</p> <p>Position Concept: Under general direction of the Program and Project Supervisor of the Audits and Standards Branch within the Compliance Assurance Division, the incumbent acts as a senior regulatory analyst and performs analytical tasks to ensure electrical corporation compliance with Wildfire Mitigation Plans (WMPs) and to assist the Department in meeting its statutory requirements. The incumbent will independently perform complex, sensitive, and responsible tasks related to electrical corporation compliance with its WMP and to wildfire safety.</p> <p><b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Lead complex independent analyses to evaluate electrical corporations' compliance to WMPs, including auditing performance. Perform final review existing data sources, prepare data requests, analyze performance metrics, assess electrical corporation performance, and determine audit findings. Ensure analyses and evidence are accurate and sufficient to support audit findings. Present findings to Department management. Be first author on draft audit reports, summaries of public comments, and final reports.	
20%	Lead on development of guidelines for electrical corporation Annual Reports on Compliance (ARCs), evaluator (IE) ARCs, and other guidelines as needed to effectively evaluate electrical corporations' compliance to WMPs. Incorporate stakeholder comment into guidelines development. Develop requirements for electrical corporation ARCs (EC ARCs). Organize workshops. Develop minimum qualifications for independent evaluators.	
15%	Lead review and assessments of IE applications and the IE's analysis. Evaluate the IE ARC findings and the EC submittals.	
10%	Develop, as lead staff, recommendations for future changes to electrical corporation wildfire mitigation plans, data collection. Research industry best practices, attend relevant conferences and trainings, and stay current on industry trends to ensure continued improvement. Perform and participate in required trainings.	
10%	Develop and communicate recommendations, as lead staff, for new audits to perform, changes to scope or thresholds of existing audits, updates to audit protocols or procedures, areas of concern for inspections, metrics for tracking and evaluating wildfire risk reduction, areas of improvement for future wildfire mitigation plans, matters meriting special investigation, and matters meriting escalation to the CPUC for enforcement.	



## Duty Statement

MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
<ul style="list-style-type: none"> <li>• Energy Safety utilizes a Hybrid Remote/In-person approach, enabling staff to telework when approved by management.</li> <li>• Reporting Location: 715 P Street, 20th Floor, Sacramento, CA 95814</li> <li>• Alternate reporting location of San Francisco or Los Angeles Headquarters is available upon request.</li> <li>• Incumbent will use shared workspaces (hoteling stations) when working in the office.</li> <li>• Incumbent may be required to travel, including overnight stays.</li> <li>• Incumbent may occasionally be required to work unusual hours including nights and weekends.</li> <li>• Incumbent must dress appropriately for a business/government environment.</li> </ul>		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered.		
SPECIAL REQUIREMENTS:		
This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.		
<p><b>The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE



## Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure / Compliance Assurance	Public Utilities Regulatory Analyst IV	681-300-4615-XXX
BRANCH (if applicable)	WORKING TITLE	CBID
Audits and Guidelines	Senior Wildfire Safety Analyst	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, San Francisco, or Los Angeles	N/A
IMMEDIATE SUPERVISOR		
Jeffrey Lidicker		
POSITION DESCRIPTION		
<p>Core Values/Mission: To advance long-term utility wildfire safety by developing data-driven, comprehensive utility wildfire mitigation evaluation and compliance criteria, collaborating with local, state and federal agencies, and supporting efforts to improve utility wildfire safety culture and innovation.</p> <p>Position Concept: Under general direction of the Program and Project Supervisor of the Audits and Standards Branch within the Compliance Assurance Division, the incumbent acts as a senior regulatory analyst and performs analytical tasks to ensure electrical corporation compliance with Wildfire Mitigation Plans (WMPs) and to assist the Department in meeting its statutory requirements. The incumbent will independently perform complex, sensitive, and responsible tasks related to electrical corporation compliance with its WMP and to wildfire safety.</p> <p><b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Perform complex independent analyses to evaluate electrical corporations' compliance to WMPs, including auditing performance. Review existing data sources, prepare data requests, analyze performance metrics, assess electrical corporation performance, and determine audit findings. Ensure analyses and evidence are accurate and sufficient to support audit findings. Present findings to Department management. Draft audit reports, summarize public comment, and incorporate comments into final reports.	
20%	Develop guidelines for electrical corporation Annual Reports on Compliance (ARCs), independent evaluator (IE) ARCs, and other guidelines as needed to effectively evaluate electrical corporations' compliance to WMPs. Incorporate stakeholder comment into guidelines development. Develop requirements for electrical corporation ARCs (EC ARCs). Assist in organizing workshops. Develop minimum qualifications for independent evaluators.	
15%	Review and assess IE applications and the IE's analysis. Evaluate the IE ARC findings and the EC ARC submittals.	
10%	Recommend future changes for electrical corporation wildfire mitigation plans, performance metrics, and data collection. Research industry best practices, attend relevant conferences and trainings, and stay current on industry trends to ensure continued improvement. Participate in required trainings.	
10%	Develop and communicate recommendations for new audits to perform, changes to scope or evaluation thresholds of existing audits, updates to audit protocols or procedures, areas of concern for inspections, metrics for tracking and evaluating wildfire risk reduction, areas of improvement for future wildfire mitigation plans, matters meriting special investigation, and matters meriting escalation to the CPUC for enforcement.	



## Duty Statement

MARGINAL FUNCTIONS:		
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5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
<ul style="list-style-type: none"> <li>• Energy Safety utilizes a Hybrid Remote/In-person approach, enabling staff to telework when approved by management.</li> <li>• Reporting Location: 715 P Street, 20th Floor, Sacramento, CA 95814</li> <li>• Alternate reporting location of San Francisco or Los Angeles Headquarters is available upon request.</li> <li>• Incumbent will use shared workspaces (hoteling stations) when working in the office.</li> <li>• Incumbent may be required to travel, including overnight stays.</li> <li>• Incumbent may occasionally be required to work unusual hours including nights and weekends.</li> <li>• Incumbent must dress appropriately for a business/government environment.</li> </ul>		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered.		
SPECIAL REQUIREMENTS:		
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<p><b>The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
SUPERVISOR STATEMENT:		
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Electrical Infrastructure / Compliance Assurance	Public Utilities Regulatory Analyst III	681-300-4611-XXX
BRANCH (if applicable)	WORKING TITLE	CBID
Audits and Guidelines	Wildfire Safety Analyst	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, San Francisco, or Los Angeles	N/A
IMMEDIATE SUPERVISOR		
Jeffrey Lidicker		
POSITION DESCRIPTION		
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ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Assist in performing analyses to evaluate electrical corporations' compliance to WMPs, including auditing performance. Assist in reviewing existing data sources, preparing data requests, performance metrics, assessing electrical corporation performance, and determining of audit findings. analyses and evidence are accurate and sufficient to support audit findings. Present findings to Department management. Draft audit reports, summarize public comment, and incorporate comments into final reports.	
20%	Assist in developing guidelines for electrical corporation Annual Reports on Compliance (ARCs), independent evaluator (IE) ARCs, and other guidelines as needed to effectively evaluate electrical corporations' compliance to WMPs. Incorporate stakeholder comment into guidelines development. Develop requirements for electrical corporation ARCs (EC ARCs). Assist in organizing workshops. Develop minimum qualifications for independent evaluators.	
15%	Assist in review and assessment of IE applications and the IE's analysis. Evaluate the IE ARC findings and submittals.	
10%	Assist in recommending future changes for electrical corporation wildfire mitigation plans, performance data collection. Research industry best practices, attend relevant trainings, and stay current on industry trends to ensure continued improvement. Participate in required trainings.	
10%	Assist in development and communication of recommendations for new audits to perform, changes to scope or thresholds of existing audits, updates to audit protocols or procedures, areas of concern for inspections, metrics for tracking and evaluating wildfire risk reduction, areas of improvement for future wildfire mitigation plans, matters meriting special investigation, and matters meriting escalation to the CPUC for enforcement.	



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