

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION Intervenor Compensation and Budget		CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-5393-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 direction of the Staff Service Manager I (SSM I), the Associate Government Program Analyst (AGPA) supports the administration of the Intervenor Compensation (IComp) Program. In this capacity, the AGPA assists Administrative Law Judges (ALJs) in resolving complex intervenor compensation requests, performs specialized analysis, and advises ALJ Division management on policy and program issues.		
% 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)	
	<u>ESSENTIAL FUNCTIONS:</u>	
45%	Reviews, analyzes, evaluates, and make recommendations on complex intervenor compensation claims in compliance with Public Utilities Code §§1801- 1812 and the California Public Utilities Commission's (CPUC) Rules of Practice and Procedure. Conducts independent research and analysis on all formal filings in the proceeding Docket, assesses eligibility and claims of significant financial hardship, determines appropriate hourly rates, and assists ALJ(s) in assessing contributions to the Commission's decision-making process. Drafts rulings on findings of significant financial hardship and proposed decisions for assigned ALJ(s) on complex compensation matters in telecommunications, water, and energy proceedings before the Commission.	
15%	Conducts policy and/or technical analyses and research on a range of regulatory issues pertaining to intervenor compensation matters. May consult with Legal Division, the Public Advisor's Office, and IComp Program staff in the development of recommendations for the adoption or for changes in program procedures. Prepares recommendations for ALJ management on these findings and determines the broad policy and/or analytical framework for future programmatic needs. Provides written and/or oral reports and briefings for ALJ management, ALJs, and/or Commissioner advisors on intervenor compensation matters as needed.	
15%	Maintains and updates all Program databases regularly with new claim e-filings and final decision information. Circulates and tracks all non-mailing IComp PDs through the electronic approval process. Facilitates payment from the Commission's Intervenor Compensation Fund in coordination with Fiscal for applicable Decisions. Serves as the Compliance with Ordering Paragraphs Officer for the Intervenor Compensation Program updating utility compliance status of IComp decision ordering paragraphs. Manages shared email inbox by checking emails and responding to inquiries. Reviews, evaluates, and analyzes Program forms (Notice of Intent and Intervenor Compensation Claim) and spreadsheets (hourly rate charts) ensuring compliance with regulatory, statutory, and Americans with Disabilities Act requirements. Formulates and produces monthly pending claim status reports, website pending claim report, and ad hoc reporting combining data extracted from Case Information System (CIS), the Commission meeting agenda, and Excel based databases.	
10%	Develops training materials, presentations, and/or fact sheets on issues of general programmatic interest such as significant financial hardship determinations, eligibility concerns, and application of the market rate study. Provides structured and ad hoc training for external stakeholders, ALJs, ALJ management, and the Public Advisor's Office, and works directly with individual intervenors as needed. Evaluates effectiveness of notice of intent and compensation request processes to identify gaps and inefficiencies and subsequently works with ALJ Division management and staff to formulate ideas for process improvements and solutions.	

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10%	Analyzes economic data and establishes annual escalation percentage to be applied to hourly rates for intervenors. Reviews and analyzes proposed legislation on intervenor compensation matters and advises ALJ management on the potential and/or direct impact on the IComp Program.	
	<u>MARGINAL FUNCTIONS:</u>	
5%	Assists ALJ management in the facilitation of public workshops on the Commission's Intervenor Compensation Program and prepares workshop summaries as needed. Other job-related duties as assigned.	
	<u>KNOWLEDGE AND ABILITIES [From Class Specs]</u>	
	Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.	
	Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.	
	<u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u>	
	<ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel throughout the state of California may include overnight, weekends and several days at a time. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	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

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION Intervenor Compensation and Budget		CLASS TITLE Staff Services Analyst (General)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-5157-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 supervision of the Staff Service Manager I (SSM I), the Staff Services Analyst (General) (SSA) supports the administration of the Intervenor Compensation (IComp) Program. In this capacity, the SSA will assist Administrative Law Judges (ALJs) in resolving compensation requests, perform analysis, and make recommendations on compensation matters. The SSA will also advise ALJ Division management on policy and program issues.		
% 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>	
	<u>ESSENTIAL FUNCTIONS:</u>	
45%	Reviews, analyzes, evaluates, and make recommendations on IComp claims in compliance with Public Utilities Code §§1801- 1812 and the California Public Utilities Commission's (CPUC) Rules of Practice and Procedure. Conducts research and analysis on all formal filings in the proceeding Docket, assesses eligibility and claims of significant financial hardship, determines appropriate hourly rates, and assists ALJ(s) in assessing contributions to the Commission's decision-making process. Drafts rulings on findings of significant financial hardship and proposed decisions (PDs) for assigned ALJ(s) on compensation matters in telecommunications, water, and energy proceedings before the Commission.	
15%	Assists in researching and analyzing issues on a range of regulatory issues pertaining to IComp matters. May consult with Legal Division, the Public Advisor's Office, and senior IComp Program staff in the development of recommendations for the adoption or for changes in program procedures. Prepares recommendations for ALJ management on these findings and determines the broad policy and/or analytical framework for future programmatic needs. Assists in providing written and/or oral reports and briefings for ALJ management, ALJs, and/or Commissioner advisors on intervenor compensation matters as needed.	
15%	Maintains and updates all IComp Program databases regularly with new claim e-filings and final decision information. Facilitates payment from the Commission's Intervenor Compensation Fund in coordination with Fiscal for applicable Decisions. Circulates and tracks all non-mailing IComp PDs through the electronic approval process. Prepares reports for ALJ management combining data extracted from Case Information System (CIS), the Commission meeting agenda, and Excel based databases on an as needed basis.	
10%	Ensures adequate IComp Program operational performance by regularly analyzing case processing times and quantities to identify any deficiencies, needed improvements, or irregularities. Subsequently works with ALJ Division management and senior IComp Program staff to formulate ideas for process improvements and solutions.	
10%	Creates training materials, presentations, and/or fact sheets in collaboration with AGPAs and ALJ management on issues of general programmatic interest such as significant financial hardship determinations, eligibility concerns, and application of the market rate study. Provides structured and ad hoc training for external stakeholders, ALJs, ALJ management, and the Public Advisor's Office.	

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Assists ALJ management in the facilitation of public workshops on the Commission’s Intervenor Compensation Program and prepares workshop summaries as needed.</p> <p>Other job-related duties as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel may be required within and outside the state of California to include evenings, weekends, or several days at a time.
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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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