DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Communications Division</td>
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<thead>
<tr>
<th>BRANCH/SECTION</th>
<th>CLASS TITLE</th>
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<tbody>
<tr>
<td>Broadband Regional Initiatives</td>
<td>Public Utilities Regulatory Analyst II (PURA II)</td>
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<thead>
<tr>
<th>WORKING DAYS AND WORKING HOURS</th>
<th>PHYSICAL WORK LOCATION</th>
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<tbody>
<tr>
<td>Monday through Friday       8:00 a.m. to 5:00 p.m.</td>
<td>San Francisco, Sacramento, Los Angeles</td>
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<table>
<thead>
<tr>
<th>INCUMBENT (If known)</th>
<th>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</th>
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</table>

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 supervision of the Program & Project Supervisor, the PURA II will conduct economic, policy and/or technical analyses and research, of a greater level of complexity than the entry-level PURA I, to bridge the digital divide and provide reliable and affordable internet access to all Californians. The PURA II’s primary assignments are, as part of team of analysts and decision makers, to conduct incrementally more complex analyses to support outreach efforts within a designated region of the state by presenting information about the program to government entities, businesses, non-profits, the public and service providers. These efforts will identify broadband deployment requirements, internet adoption needs, and other economic indicators in the state. The incumbent will work with staff and prospective grantees to secure grant funding and provide ongoing support to projects.

<table>
<thead>
<tr>
<th>% of time performing monthly duties</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>Conduct technical, analytical, and policy research. This research includes the systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects.</td>
</tr>
<tr>
<td>35%</td>
<td>Conduct analysis in support of outreach efforts, through public in-person and virtual meetings, including presenting information about broadband programs to government entities, businesses, non-profits, the public and service providers.</td>
</tr>
<tr>
<td>25%</td>
<td>Organize, facilitate, and present at local meetings with community stakeholders to jointly identify areas and projects eligible for funding under state and federal programs and private financing to close the digital divide.</td>
</tr>
<tr>
<td></td>
<td>Collaborate with policy and technical staff to develop presentation materials, including one pagers, reports, diagrams, and other visual tools to relay information about the grant process and status of broadband infrastructure in the region. Collaborate with policy and technical staff to provide technical assistance and support to regional stakeholders to enable them to apply for broadband grants.</td>
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</table>

ESSENTIAL FUNCTIONS:

35%  
- Conduct technical, analytical, and policy research. This research includes the systematic application and interpretation of standard economic, statistical, business, financial, accounting, geospatial, demographic, environmental, political, and other social science theories to develop, deploy, and implement a program to fund broadband infrastructure projects.
- Conduct analysis in support of outreach efforts, through public in-person and virtual meetings, including presenting information about broadband programs to government entities, businesses, non-profits, the public and service providers.
- Organize, facilitate, and present at local meetings with community stakeholders to jointly identify areas and projects eligible for funding under state and federal programs and private financing to close the digital divide.
- Collaborate with policy and technical staff to develop presentation materials, including one pagers, reports, diagrams, and other visual tools to relay information about the grant process and status of broadband infrastructure in the region. Collaborate with policy and technical staff to provide technical assistance and support to regional stakeholders to enable them to apply for broadband grants.

35%  
- Evaluate existing approaches, methodologies, and frameworks and recommend best practice in future projects.
- Develop plans outlining objectives and the securing of their approval.
- Conduct analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and economic data to make appropriate recommendations on a broad range of public utility regulatory issues and more complex challenges pertaining to broadband infrastructure deployment.
- Carry out assignments, providing accurate status reports and meeting internal and external deadlines.
- Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files.
- Use computer applications to conduct less complex analysis including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary.

25%  
- Write reports and staff proposals in formal proceedings on issues pertaining to broadband infrastructure deployment.
- Coordinate with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband.
- Analyze, make recommendations, and present on analyses issues to management, CPUC Commissioners, and decision makers.
- Present ideas, research, analysis, findings, and recommendations orally and in writing, and applying visual
representation techniques, when necessary, to officials inside and outside the CPUC, including public entities and potential broadband program applicants.

- Prepare materials and assist senior staff in discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and assist in the preparation of written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and implementation of broadband programs and projects.
- Communicate with staff at entities such as utilities, CPUC, and other organizations and agencies.
- Acts as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product.

MARGINAL FUNCTIONS:
- Perform other job-related duties and assignments as required to support the efforts of the Communications Division.

KNOWLEDGE AND ABILITIES [From Class Specs]
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.

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. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:
- Works under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Other Software – R, Stata, SPSS, MatLab, Tableau, and/or ArcGIS.
- Able to lift at least 25 pounds.
- Attend training, complete agency work tracking system entries, and perform other duties as required.
- Use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Ability to rent or drive a personal or state-owned vehicle.
- Travel on business.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise and model poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice, model and advance good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Advance and contribute to continuous improvement and a positive, high performing work environment.
SUPERVISOR’S STATEMENT:  *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

<table>
<thead>
<tr>
<th>SUPERVISOR’S NAME (Print)</th>
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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.

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### Duties and Responsibilities

#### Essential Functions:

35%

- Conduct the least-complex technical, analytical, and policy research to assist in the development, deployment, and implementation of a program to fund broadband infrastructure projects.
- Conduct analysis in support of outreach efforts. Assist in the development of presentation information about broadband programs.
- Support the unit in organizing and facilitating local meetings with community stakeholders to jointly identify areas and projects eligible for funding under state and federal programs and private financing to close the digital divide. May assist in presenting at local meetings.
- Collaborate with policy and technical staff to help develop presentation materials, including one pagers, reports, diagrams, and other visual tools to relay information about the grant process and status of broadband infrastructure in the region. Collaborate with policy and technical staff on the least complex cases to provide technical assistance and support to regional stakeholders to enable them to apply for broadband grants.

35%

- Assist in the development of plans outlining objectives and provide support in securing their approval.
- Conduct entry level analysis of broadband deployment data, broadband technologies, proposals, forecasting data, and economic data to make appropriate recommendations on a broad range of public utility regulatory issues and challenges pertaining to broadband infrastructure deployment.
- Carry out assignments and provide accurate status reports while meeting deadlines.
- Maintain organized electronic and hard copy files and ensure appropriate treatment of confidential files.
- Use computer applications to conduct analysis, including Tableau, ESRI Geospatial Platform and other analytical software packages as necessary.

25%

- Assist in writing reports and staff proposals. Assist in formal proceedings on issues pertaining to broadband infrastructure deployment.
- Support unit by coordinating with attorneys on analyzing both Federal and State laws as they affect regulation and deployment of broadband.
- Present ideas, research, analysis, findings, and recommendations orally and in writing, and apply visual representation techniques, when necessary, to management.
- Prepare materials and assist senior staff in discussions in workshops, briefings, presentations, stakeholder meetings, conferences, and interagency meetings and assist in the preparation of written reports, correspondence, and documents to Commissioners and/or their advisors, CD management, and other stakeholders regarding the status and implementation of broadband programs and projects.
5% 

- Communicate with staff and entities such as utilities, CPUC, and other organizations and agencies.
- Act as a contract manager by selecting and managing projects performed by technical consultants, including writing and issuing Requests for Proposal, writing Scopes of Work, and reviewing invoices and work product.

MARGINAL FUNCTIONS:
- Perform other job-related duties and assignments as required to support the efforts of the Communications Division.

KNOWLEDGE AND ABILITIES [From Class Specs]


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. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.

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