

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

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| <b>DIVISION</b><br>Energy Division   |   | <b>EFFECTIVE DATE</b>   |
| <b>BRANCH/SECTION</b><br>Climate Initiatives, Renewables, and Administration/<br>Budget and Administration   |   | <b>CLASS TITLE</b><br>Staff Services Manager I (Supervisor)                         |
| <b>WORKING DAYS AND WORKING HOURS</b><br>Monday through Friday 8:00 a.m. to 5:00 p.m.  |   | <b>PHYSICAL WORK LOCATION</b><br>Sacramento, San Francisco or Los Angeles           |
| <b>INCUMBENT (If known)</b>  |   | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>680-321-4800-002 |
| 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.   |   |   |
| <b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b><br>Under the general direction of the Program Manager, the Staff Services Manager I (SSMI) oversees and supervises the Budget and Administration section staff in the Energy Division. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.<br><b>BCP SB 1208 FY 23/24 permanent position.</b> |   |   |
| <b>% of time performing duties</b>   | 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>   |   |
| 35%  | <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Responsible for all budgeting functions within Energy Division</b><br/>The incumbent will be the division's Budget Control Officer (BCO). As the BCO, the incumbent will manage the division's annual operations budget. This work includes consulting and advising division management on budgetary issues and coordinating budget needs and spending trends with the Commission's fiscal office. Personally perform the most difficult and sensitive budget analysis, such as preparing support for budget change proposals and tracking and documenting the ongoing performance-based budgeting systems that the division has developed and instituted to support budget requests and make resource assignments. Strategic planning will be necessary in order to prioritize evolving and often urgent goals related to clean energy and affordability. Conduct annual budgeting for entire Energy Division.</p>   |   |
| 35%  | <p><b>Supervise an Effective Budget and Administrative Team</b><br/>Supervises the administrative and support staff in the Energy Division. The SSMI advises, resolves and coordinates with division management and staff at all levels to ensure that the division's needs are met with respect to office management, procurement, contract administration, budget development and oversight, and general and program support for the professional staff in the division. Directly supervises analysis and preparation of recommendations for solutions and procedures for procurement, workflow, contract preparation and work tracking. Contracting may include a wide range of areas such as subscriptions, equipment, consultants, IT related and staffing including internships, etc.</p> <p>On a daily basis, the Budget and Contracts Staff Manager is responsible for ensuring that the administrative staff team accomplishes their duties on time, with minimal errors, and pursuant to relevant state government laws and rules. The incumbent creates and implements staffing backup plans for all continuous administrative duties. The Staff Manager establishes professional relationships with Budget and Fiscal Offices as well as Office of Governmental Affairs in order to support timely and accurate expenditures and budgeting for a large division of 300 and a large number of external and internal contracts.</p> |   |

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| <p>15%</p> | <p><b><u>ESSENTIAL FUNCTIONS CONTINUED:</u></b></p> <p><b>Manage, Recruit, Retain, Train and Supervise Staff</b><br/>                 Mentors, coaches, and provides training for staff development to include guidance to staff on management expectations, priorities, procedures, goals, and key action items to ensure staff expectations are clear and consistent. Participates in the hiring process to include review of hiring documentation, creation of duty statements and other applicable documents, interviewing and onboarding of new staff in compliance with applicable procedures, rules and regulations. Monitors employee performance providing consistent feedback to staff on their performance and ensures probation and performance reports are submitted timely. Follows through on any goals and/or actions identified in performance reports or performance and expectations plans to ensure compliance and completion. As needed, implements progressive discipline and work with Human Resources and Legal Divisions to address disciplinary related concerns.</p> <p>Expectation of in-person on-boarding of new staff and regular in-person performance management and/or coaching meetings with staff. Staff may be located in San Francisco, Sacramento and Los Angeles offices.</p> |
| <p>10%</p> | <p>Attends both agency-wide and monthly management meetings and events to keep apprised of administrative policies and to act as a participant to update division management on administrative issues, including budget and office oversight issues.</p> <p>Serves as a technical expert and represents the division in complex budget exercises, responding to a variety of budget drills, inquiries, and audits. Prepares and/or assists with Budget Change Proposals either when additional staff or resources are needed for the section, or to provide supporting data to division staff.</p>  |
| <p>5%</p>  | <p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Other job- related duties as required.</li> <li>• Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.</li> </ul>   |

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

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

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

- The work environment is team-oriented and requires the incumbent to be flexible, use good time management practices, prioritize, and continuously monitor and adjust to accomplish objectives and goals.
- Hybrid or In-Office work options possible. Some in person meetings required for supervisory functions.
- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. Proficiency with Excel and/or ability to learn budgeting tools such as Fi\$Cal.
- Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time.

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

SUPERVISOR'S NAME (Print)

Judith Ikle

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