

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy		EFFECTIVE DATE
BRANCH/SECTION Electric Rates, Customer Generation and Demand Response		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, Sacramento, or Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-327-5393-001
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 Program and Project Supervisor, the incumbent will help oversee the contracting and performance of the AB 2143 compliance consultant and the California Distributed Generation Statistics website consultant, performing complex technical analytical assignments such as program evaluation and planning and record retention statistical analysis; and continually provide consultative and support services to management and staff. The analyst will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.		
% 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)		
ESSENTIAL FUNCTIONS:		
25%	Independently perform a wide variety of independent and analytical assignments, such as aid in contracting, procurement, and document (technical report) production and records retention. The incumbent will oversee the procurement, contracting, and contract performance review of an ongoing external prevailing wage outreach and data collection consultant and the California Distributed Generation Statistics website consultant.	
25%	The incumbent will oversee the procurement, contracting, and contract performance review of a one-time distributed energy resource reporting contractor and may support other evaluation work for the team.	
25%	The incumbent will serve in an analytic and support role and be responsible for reports and preparation of project schedules and status reports. Incumbent will provide analytical and facilitation support to the team, Administrative Law Judges (ALJs), and other Commission staff with workshops and webinars related to the policy implementation of AB 2143 and the management of the California Distributed Generation Statistics website and its vendor.	
20%	The incumbent will be responsible for establishing automated processes between the consultants and the CPUC in accordance with data privacy and CPUC records retention rules.	
5%	MARGINAL FUNCTIONS: Other related job duties as required.	

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KNOWLEDGE AND ABILITIES: [From Class Specs]

Knowledge of: Principles, practices, and trends of public and business administration, record retention, management, and supportive staff services such as budgeting 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.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- Occasional travel may be required within and outside the state of California to include evenings, weekends, or overnight.

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

SUPERVISOR'S NAME (Print) Tory Francisco	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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