

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division	EFFECTIVE DATE
BRANCH/SECTION Broadband, Video, and Market Branch / California Advanced Services Fund and Broadband Access Section	CLASS TITLE Public Utilities Regulatory Analyst IV (PURA IV)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-331-4615-001

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 the general direction of a Program & Project Supervisor or a PURA V, the PURA IV will perform a broad range of research and analyses related to broadband, video, and market policy and program implementation. This includes various tasks and assignments such as gathering, validating, visualizing, and analyzing video and broadband data, supporting public purpose programs, and informing state and federal communications and broadband policy decisions. This position is located within the California Advanced Services Fund and Broadband Access section.

% 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>
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ESSENTIAL FUNCTIONS:

45%

To lead the implementation of the broadband data collection and mapping program in accordance with statutory and Commission guidelines and policies, the incumbent:

- Leads the team that Conducts data gathering, validation, research and analyses of broadband and video data received through the CPUC's annual broadband data request, Digital Infrastructure and Video Competition Act (DIVCA) annual reports, FCC Form 477, and other sources.
- Leads the team tasked with the implementation of the California Broadband Interactive Map; coordinates and monitors work with colleagues and the contractor(s).
- Provides senior-level guidance, decision-making, consultation, recommendations regarding the Commission's broadband mapping program and tools to enhance their usefulness for the California Advanced Services Fund (CASF) program.
- Coordinates and leads others with work on federal broadband data collection to ensure California interests are represented at the federal level by working with colleagues and the contractor(s).

30%

To support the development of public policies implemented by the Broadband, Video, and Market (BVM) Branch, the incumbent:

- Leads complex, economic, policy, and/or technical analyses and research to support development of policies and rules and assists in the preparation of rulings/decisions in proceedings under the BVM Branch.
- Prepares legislative analyses on pending state and federal legislation and provides input as needed on proposed rulemakings/orders of the Commission and Federal Communications Commission.
- Works independently and guides team members supporting Administrative Law Judges and decision makers in proceedings, preparing reports, leading research on issues, and presenting findings and recommendations to management and Commission decision makers.
- Leads workshops, webinars and other public presentations, represents the CPUC in

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20%	<p>professional working groups, advises branch and division management on subject matter issues under the BVM Branch.</p> <p>To implement programs within the Broadband, Video, and Market Branch in accordance with statutory and Commission guidelines and policies, the incumbent:</p> <ul style="list-style-type: none"> Leads complex economic, policy, and/or technical analyses and research to support development of policies, rules, and guidelines for CASF and other BVM programs, and assists in the preparation of rulings/decisions in proceedings. Prepares legislative analyses on pending state and federal legislation and provides input as needed on proposed rulemakings/orders of the Commission and Federal Communications Commission. Maintains and updates content on the Commission's website using the applicable website software.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Participates on "task force" teams dedicated to any Communications Division or interdivisional project or program and other job-related tasks. Perform other duties as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation.</p> <p>Ability to: Reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex utility and transportation regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise Commissioners, top management and other interested parties on a wide range of issues relating to public utilities and transportation regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain project priorities; analyze situations accurately and take effective action.</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. Knowledge of, or proficiency with, Geographic Information Systems, and the ability to conduct or use geographic analysis is desirable. Knowledge of or proficiency with statistical theory, analysis and tools is desirable. Proficiency in cultivating and building constructive relationships, internally and externally, to expand sources of expert knowledge and information. Proficiency in exercising creativity and resourcefulness in overcoming obstacles. Proficiency in teamwork and collaboration. Proficiency in maintaining poise, diplomacy, and a constructive disposition in discussing and resolving disagreements and disputes with others (internally and externally). Able to travel on business to meet with utilities and industry representatives, to meet with CPUC employees in other locations, and for training.

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	<ul style="list-style-type: none"> • Work on a full-time basis. • Standard office setting. Work in close proximity to co-workers. Mindful in respecting the time and space of other employees. • Proficiency in working in telework situations. • Reliability regarding attendance and completing jobs on time, with quality deliverables. • Occasional travel may be required within 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) Kim Hua	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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