

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Energy Division		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Climate Initiatives, Renewables, and Administration Branch / Personnel and Administration		<b>CLASS TITLE</b> Associate Governmental Program Analyst (Part Time)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday P/T 20 hours per week		<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento, or Los Angeles
<b>INCUMBENT (if known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-321-5393-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.		
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under the direction of the Staff Services Manager I (Supervisor), the Associate Governmental Program Analyst (AGPA) performs a variety of complex technical analytical duties requiring independent action and initiative. Duties must be performed at the highest degree of competence as there would be a high degree of impact on the division with the responsibilities listed below. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.		
<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>	
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Work with lead Associate Governmental Program Analyst/Compliance Officer to assist with the review of the Ordering Paragraphs (OPs) submitted by entities to ensure compliance with applicable rules and regulations. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Work with management to assign each new Ordering Paragraph (OP) to the appropriate Subject Matter Expert (SME).</li> <li>• Manage the Compliance with Ordering Paragraphs (COPs) application and pull weekly and monthly COPs reports and send them to management.</li> <li>• Assist with producing regular and ad-hoc reports for the Director, summarizing compliance with Ordering Paragraphs.</li> <li>• Communicate necessary information to SMEs and review updates from SMEs to ensure action meets specified requirements; enter updates received from assigned SMEs into OP Database.</li> <li>• Verify relevance of new OPs and verify compliance with assigned OPs and provide supporting documentation to decision.</li> <li>• Send compliance updates to the Compliance Officer for entry into COP database.</li> </ul>	
30%	Assist in the preparation and participation in workshops and/or stakeholder meetings directed by higher level staff. Present ideas, research, analysis, findings, and recommendations orally and in writing to stakeholders, managers, and decision-makers.	

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20%	<p><b><u>ESSENTIAL FUNCTIONS CONTINUED:</u></b></p> <p>Assist with supporting Administrative functions, such as analyzing Central Files – Energy Division’s Compliance Reports tracking system - and develop recommendations for management and Investor-Owned Utilities (IOUs) and entities to ensure the documents are processed in a consistent, efficient manner using best e-filing practices and complying with the Document Retention Policy. May manage the Central Files inbox, and assist with records retention efforts, supporting document retention for the Division per state guidelines. May also assist with support for Performance Based Budgeting (PBB) and back-up needs as required.</p>	
5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Other job-related duties as required.</p> <p><b><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></b></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Energy Division utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. However, occasional travel to alternate field offices to include overnight, evenings, weekends, or several days at a time may be required.</li> </ul>	
<p><b>SUPERVISOR’S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p><small>SUPERVISOR’S NAME (Print)</small> Delia Drake</p>	<p><small>SUPERVISOR’S SIGNATURE</small></p>	<p><small>DATE</small></p>
<p><b>EMPLOYEE’S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p><small>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.</small></p>		
<p><small>EMPLOYEE’S NAME (Print)</small></p>	<p><small>EMPLOYEE’S SIGNATURE</small></p>	<p><small>DATE</small></p>