

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Communications Division (CD)	EFFECTIVE DATE
BRANCH/SECTION Broadband Deployment Branch, Caseworkers Section	CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Los Angeles and Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-334-5393-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.	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:	
Under the direction of the Program & Project Supervisor, the AGPA will work with policy and technical team members to engage with local governments, joint power authorities and other entities to assess the need for broadband infrastructure to enable adequate internet and data services in California. Will conduct 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. Identify broadband deployment and adoption needs within a region of the state and work with staff and prospective grantees to secure grant funding and support the project as it is being built.	
% of time performing monthly 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>
35%	<u>ESSENTIAL FUNCTIONS:</u> Conduct outreach efforts, through public in-person and virtual meetings, by presenting information about broadband programs to government entities, businesses, non-profits, the public and service providers. Organize, present, and facilitate 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 material, 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%	Provide program status reports and updates to California Public Utilities Commission (CPUC) Commissioners, management and to other state and federal agency representatives. Develop innovative approaches, methodologies, and frameworks that can serve as a new standard or best practice for future projects by incorporating lessons learned from initial grant experience and through collaboration with other caseworkers' experience in other regions. Create and maintain a tracking system, of existing, developing, and potential grants for broadband infrastructure projects in collaboration with other caseworkers to meet timely reporting of internal and external deadlines.
25%	Facilitate the development and regional government approval of local broadband plans by serving as the conduit between the local government agency, potential grantee and CPUC technical staff. Collaborate with data analysts to provide technical assistance to local entities regarding current status of broadband deployment through geospatial analysis and mapping. Assist local entities to identify the best broadband deployment model for their region. Support local efforts to identify funding opportunities and follow through with technical assistance staff to achieve financial support for project(s).
5%	<u>MARGINAL FUNCTIONS:</u> Perform other job-related duties and assignments as required to support the efforts of the Communications Division.

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Knowledge of: 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.

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:

- Ability to work in home office setting.
- Ability to carry, lift, push or pull materials or objects weighting at least 25 pounds.
- 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.
- Regular travel throughout the state of California to include evenings, weekends, overnight or several days at a time. Minimum travel of 2 days per week.
- Ability to work in an open public setting.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Communication, written, oral and interpersonal, analytics, and attention to detail.
- 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.
- Works independently 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

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

SUPERVISOR'S NAME (Print)

Michael Minkus

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