

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy		EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration Branch   Budget & Administration Section		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) 680-321-5393-005
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 Staff Services Manager I, the incumbent will perform complex technical analytical assignments such as program evaluation and planning and contracts tracking and 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)	
	<b><u>ESSENTIAL FUNCTIONS:</u></b>	
30%	Independently perform a wide variety of independent and analytical assignments, such as but not limited to, budgeting, evaluation of management metrics (such as Work Product Metrics; training, etc.), aid in contracting, procurement, and document (technical report) production. The incumbent will facilitate and provide guidance to division management and serve in an analytic and support role. Conduct research and act as a liaison between Energy Division Management and staff. Be responsible for reports and preparation of project schedules and status reports.	
30%	Incumbent will independently perform complex technical analytical tasks related to administering the Energy Policy and Programs Budgeting for the Division. Tasks may include, but not limited to, research, writing, and editing documents, analyzing, preparing, and reviewing reports, oversight and tracking of Contract Encumbrances. Coordinate and prepare presentations for Energy Division staff and external stakeholders. Update Energy Division public-facing organization chart and new hires spreadsheet.	
30%	The incumbent will analyze the administrative aspects of the programs in the Division such as personnel, budget, purchasing and contract needs, assisting Energy Division Budget Control Officer and other Management (as assigned) with the preparation of the annual Operating Expenses and Equipment (OE&E) and Travel Budget, processing Contract Request forms for training, Equipment Supply and Services Request forms, Travel and Training forms, and making recommendations to the staff and Energy Division management on the compliance with the State Administrative Rules and Regulations.	
10%	<b><u>MARGINAL FUNCTIONS:</u></b> 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. Records retention work may require extended physical presence in San Francisco due to location of existing records.

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

SUPERVISOR'S NAME (Print) Medea Tsitskishvili	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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