

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Consumer Protection and Enforcement Division (CPED)	EFFECTIVE DATE
BRANCH/SECTION Transportation Enforcement Branch (TEB)	CLASS TITLE Public Utilities Regulatory Analyst I (PURA I)
WORKING DAYS AND WORKING HOURS 8:00 AM to 5:00 PM	PHYSICAL WORK LOCATION Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-166-4592-004

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 supervision of a Program and Project Supervisor (PPS), the PURA I conducts entry-level economic, policy, and/or technical analyses and research on passenger transportation matters by contributing to technical and investigation reports, testimony, and procedures and conducting research and proposing options including alternatives to Transportation Enforcement Branch (TEB) management regarding enforcement and consumer protection issues that involve transportation network companies (TNC), charter party carriers (TCP), passenger stage corporations (PSC), vessel common carriers (VCC), and autonomous vehicles.

% 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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45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Safety Assurance</u></p> <ul style="list-style-type: none"> Investigates alleged violations of the Public Utilities Code, Commission regulations, and other federal, state, and local laws for jurisdictional carriers (TNC, PSC, TCP) and initiates enforcement actions such as warning letters, Notices of Violation, Notices to Cease and Desist, and citations. As required, participates in field operations that may include local, state, and/or federal law enforcement agencies and/or district attorneys to ensure passenger carriers are operating with valid Commission authority, to verify any alleged violations and/or to make recommendations related to probable violations. Conducts entry-level analyses related to passenger transportation carriers in response to consumer complaints or field observations to ensure transportation carriers are operating with valid Commission authority. Conducts research and develops proactive safety compliance investigations and associated work plans for management review. Proactive safety compliance investigations include reviewing regulatory requirements, including Commission authority, for TCPs, PSCs, and TNCs to operate as passenger carriers. Conducts economic, financial, policy, and/or technical analyses and research related to passenger transportation, using a variety of quantitative and qualitative methods to prepare and present appropriate recommendations to TEB management. Activities may include compiling information for the monthly report, researching emerging technologies, data analysis, ad hoc reports, special projects assigned by the PPS, etc.
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DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

30%	<ul style="list-style-type: none"> • May participate in formal Commission investigations and proceedings including Orders Instituting Investigation, Orders to Show Cause, and Orders Instituting Rulemakings. Includes assisting with testimony, preparation of staff reports to support proceedings, and preparation of proceeding hearings. <p><u>Safety Promotion</u></p> <ul style="list-style-type: none"> • Assists higher lever staff and/or management with coordination, set up, presentation materials, and scheduling of training for law enforcement, workshops for stakeholders, and other agencies on applicable Public Utilities Code and CPUC General Orders. • Attends and participates in transportation related conferences, CPUC meetings, Town Hall meetings, workshops, and other venues, as assigned, to ensure updated knowledge of transportation issues, rules, changes, etc. • Contributes to TEB's web page to highlight enforcement activities, specifically related to proactive safety compliance initiatives, updates, and information.
20%	<p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Conducts research and analysis into TEB operational data or emerging trends in the passenger transportation industry to prepare monthly management reports. • Contributes to risk management process specifically for risk scoring based on current and emerging trends to ensure safety is improved and safety risks are minimized for transportation carriers.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Perform other job-related duties and assignments as required to support the efforts of the Branch and Division.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs PURA I]</i></p> <p>Knowledge of: Principles, practices, trends, and terminology of economics, finance, or policy analysis pertaining to public utilities and transportation regulations.</p> <p>Ability to: Reason logically, creatively and utilize a variety of theoretical and analytical approaches to resolve regulatory problems; develop and evaluate alternatives; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during work.</p>

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CALIFORNIA PUBLIC UTILITIES COMMISSION

WORK ENVIRONMENT

- Travel up to 25% of the time per month within the state of California which could include overnight, weekends, or several days at a time.
- Outside fieldwork assignments include standing for long periods of time, walking on uneven pavement, and working in high traffic areas.
- Work outdoors in varying temperatures during summer and winter environments.
- Operation of a State-owned vehicle, private vehicle use, or vehicle rental will be required for field operations.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Dress appropriately for a business/government environment.
- Effectively relate to all staff levels and work as a member of a team.
- Communication, written, oral and interpersonal, analytics, and attention to detail.
- Proficiency with communications-related technologies, including but not limited to personal computer applications, telecommunications equipment, Internet, voicemail, and email.

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

SUPERVISOR'S NAME (Print) Eric Hooks	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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