



# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

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|--|---|------|
| 5%   | <p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• May assist in workshops with the direction of higher-level staff, be assigned work in other areas and branches of the organization and perform other job-related duties as required to support the efforts of Public Advocates Office.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> [From Class Specs]</p> <p><b>Knowledge of:</b> Principles, practices, trends and terminology of economics, finance, or policy analysis pertaining of public utilities and transportation regulations.</p> <p><b>Ability to:</b> 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 the course of work.</p> <p><b><u>SPECIAL REQUIREMENTS:</u></b></p> <ul style="list-style-type: none"> <li>• Work independently under short time constraints.</li> <li>• Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.</li> <li>• Effectively relate to all staff levels and work as a member of a team.</li> <li>• Able to perform effectively in a highly complex, open, and transparent public setting.</li> <li>• Communication, written, oral and interpersonal skills, analytics, and attention to detail.</li> <li>• Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.</li> <li>• Proficient in other Software – Power Flow, Stata, SPSS, MatLab, Tableau, and/or ArcGIS.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Open, and transparent public setting.</li> <li>• Variable office temperature.</li> <li>• Able to lift at least 25 pounds.</li> <li>• Long periods of sitting while traveling and attending workshops.</li> <li>• Travel outdoors during summer and winter environments.</li> <li>• Occasional travel to include evenings, weekend or several days at a time.</li> </ul> <p><b><u>CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Maintain consistent attendance.</li> <li>• Demonstrate punctuality, initiative, and dependability.</li> <li>• Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.</li> <li>• Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.</li> <li>• Contribute to continuous improvement and a positive, high performing work environment.</li> <li>• Able to work full-time.</li> </ul> |      |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>   |   |      |
| SUPERVISOR'S NAME (Print)  | SUPERVISOR'S SIGNATURE  | DATE |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>   |   |      |
| 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 |