

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION



DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Energy Cost of Service & Natural Gas Branch	CLASS TITLE Program Manager
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-251-3503-001
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 general direction of the Assistant Deputy Director, this position is responsible for managing activities in the Energy Cost of Service & Natural Gas Branch (ECOS) of the Public Advocates Office. This branch is responsible for representing ratepayer interests in energy proceedings involving general rate cases, cost of capital, securitization, sales of utility assets, Catastrophic Event Memorandum Account (CEMA) recovery, Wildfire Mitigation Reasonableness Reviews, utility financing, electrification cost recovery, and nuclear decommissioning. The Branch also focuses on natural gas procurement and policy, gas cost incentive mechanisms, purchased gas costs, long-term gas system planning, gas natural gas transmission and storage infrastructure, and natural gas cost allocation and rate design matters consistent with the Public Advocates Office legislative mandate. (See Public Utilities Code Section 309.5.) The ECOS Branch is organized into four sections – the Revenue Requirements Section, Operational Costs Section, Natural Gas Section and Regulatory Cost Analysis Section.	
% 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>
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Branch Management and Oversight The Program Manager plans and organizes the work and directs the staff of the Energy Cost of Service & Natural Gas Branch (ECOS) consistent with Public Advocates Office's legislative mandate under Public Utilities Code Section 309.5. The manager coordinates this work with other branches and confers with Public Advocates Office's Director, Deputy Directors, Chief Counsel, Assistant Chief Counsel, other senior level managers, and the heads of other CPUC divisions and branches. This position is responsible for directing and guiding analyses and advocacy on complex and major proceedings and projects on complex and major regulatory policy and program issues; managing the performance and workload of the branch's supervisors and staff; controlling the quality of the work performed; overseeing the preparation of reports, testimony, formal pleadings, and briefs; advising Public Advocates Office management on complex, high profile and controversial policy issues; representing the Public Advocates Office in settlement negotiations, addressing staff development and performance challenges, including training, personnel selection, and personnel actions; representing the Public Advocates Office in legislative and ex parte activities; and responding to press inquiries. This position also is responsible for ensuring that studies, analyses, and testimony developed by staff are consistent with the Public Advocates Office's legislative mandate, policies and mission. The Program Manager will ensure that the supervisors provide timely and appropriate feedback and performance evaluations to staff, and that personnel issues are addressed consistent with the state's policies and requirements.</p>
40%	<p>Leadership and Policy Development The Program Manager is an active participant in policy development, working closely with the Public Advocates Office Director, Deputy Directors, and other managers. The Program Manager takes an active role in strategic and resource planning, and negotiations with other stakeholders. The Program Manager represents the Public Advocates Office in matters before the CPUC, other state, federal and local agencies, and carries out special assignments as determined by the Deputy Director and Director. The Program Manager meets with CPUC decision makers, Legislative staff and the Governor's office, and senior level representatives of stakeholder organizations.</p>
10%	<p>Administrative Projects and Tasks The Program Manager oversees administrative duties and responsibilities of the branch, including travel and training budgets and expenditures, contract administration assessment of IT needs, and website content. The Program Manager will also lead and/or participate in management meetings, and organization-wide projects.</p>

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>May assist in training and other activities, be assigned to work in other areas and branches of the organization, and perform other job-related duties as required to support the efforts of the Public Advocates Office.</p> <p><u>KNOWLEDGE AND ABILITIES:</u> <i>[From Class Specs]</i></p> <p>Knowledge of: California Public Utilities Code pertaining to utilities (other than transportation utilities) and basic court decisions affecting public utility regulations; valuation of properties of utilities, including inventory, depreciation, unit costs, taxes and rate base; financial structure, terminology, and prescribed accounting classifications for utilities; ratemaking procedures, including the development of revenues, expenses, taxes, depreciation, rate base, and rate of return; physical properties of utilities and of standards of safety and service; procedures for conducting hearings before the California Public Utilities Commission and other regulatory agencies; the Federal Power Act, and the Natural Gas Act; conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments; principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.</p> <p>Ability to: Plan, direct, and coordinate the work of staff; plan and supervise research work and analyze data; plan and supervise the preparation of exhibits; write reports and orders and prepare recommendations to the CPUC; conduct conferences; analyze situations accurately and take effective action; effectively contribute to the Commission's mission.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Proficiency in expanding and acquiring new knowledge and skills in order to enhance ability to tackle progressively challenging policy problems and opportunities. • Proficiency in cultivating and building constructive relationships, internally and externally, to expand sources of expert knowledge and information. • Proficiency in exercising creativity and resourcefulness in overcoming obstacles. • Proficiency in teamwork and collaboration. • Proficiency in maintaining poise, diplomacy, and a constructive disposition in discussing and resolving disagreements and disputes with others (internally and externally). • Able to travel on business to meet with utilities and industry representatives. • Professional behavior. • Work on a full-time basis. • Dress appropriately for a business/government environment. • Standard office setting. Work in close proximity to co-workers. Mindful in respecting the time and space of other employees. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Michael Campbell	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