

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration Branch Personnel and Administration Section	CLASS TITLE Staff Services Analyst (General)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 am – 5:00 pm	PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-321-5157-003
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 supervision of the Staff Services Manager I (Supervisor), the Staff Services Analyst (SSA) will be responsible for implementation of various tasks related to administrative, budgetary, contractual and Energy Division recruitment support under the Budget and Administration section, including gathering and analyzing data and materials to assist in planning and implementation of travel and training activities, assisting in submitting and processing staff travel and training reimbursement claims, analyzing accounting and financial reports, assisting with organizing and conducting in-house workshop and training events. This position works with various levels of staff and management to assist with procurement and recruitment operations, and perform analysis of the contract documents, as well as assist in coordination with the internal and external stakeholders, staff in all divisions, and vendors/supplies. Responsibilities require independent research, analysis, and the use of independent judgment to interpret and apply statutes, regulations and policies and procedures. The incumbent 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. <i>(Use additional sheet if necessary)</i>
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Budget, procurement and contracts:</p> <ul style="list-style-type: none"> • Review and analyze requests and supporting materials to ensure adequate funding is allocated with processing requests for Equipment, Supply and Services (ESSR), including subscriptions, equipment, IT/Software, Training/Travel, career fairs, and consultancy contracts. • Gather required forms and/or procurement and contracting (P&C) documents for ESSRs. • Assists the Energy Division Budget Control Officer (BCO) and other Management (as assigned) in the preparation, development, and analysis of the annual OE&E budget, working with management and staff. • Review and analyze the accounting reports and tracking of contract encumbrances. Make recommendations to management as needed based on analyzed results. • Gather and compile information on staff fiscal coding in coordination with the CalAters and Accounting Office to ensure the records are up to date. • Research, write, and edit materials and guidelines documents to apply statutes, regulations, policies and procedures for staff and management awareness. • Assist with preparing presentations for the Energy Division staff and external stakeholders

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

30%	<u>ESSENTIAL FUNCTIONS cont'd:</u> Travel and Training Administration: <ul style="list-style-type: none">• Assist Energy Division management and staff with submission of staff reimbursement claims and work with accounting office and respective staff to collect and analyze the supporting documents, including, receipts, invoices, conference agendas, training completion certifications, etc. Processing Travel and Training Authorization forms (TTAs).• In coordination with the Travel and Training Project Manager and Training Coordinator, track training events and update budget information on travel and training.• Assist with organization of internal workshops and trainings across all CPUC offices (San Francisco, Sacramento, Los Angeles)• Coordinate with the training providers/vendors/suppliers on registration and payment terms and conditions.• Post external and internal training events to Events Calendar and sending announcement reminders to staff about these events and develop creative solutions to improve processes.
10%	Recruitment and outreach efforts. This includes but is not limited to: <ul style="list-style-type: none">• Perform analysis on recruitment sites to ensure it meets the division needs for recruitment purposes and complete the procurement process from jobsites via ESSR.• Coordinate, facilitate and/or participate in Open Houses and Career Fairs (in person and virtually). This also includes the coordination with vendors, as needed.• Represent the Energy Division at local and in-State job fairs and internal Open Houses (in person and virtually), providing analysis to determine optimal division outreach opportunities.• Assist with oversight and maintenance of the Energy Recruitment website as needed. Provide recommendations and develop recruitment plans and present to management. Coordinate with the HR Liaison and hiring supervisor on interview logistics by setting up and proctoring interviews for prospective employees as needed.
10%	Public Workshops and meetings, including logistical and technical support for workshops and conferences. This work will include and not be limited to: <ul style="list-style-type: none">• Act as liaison for all workshop set-up needs and working with staff and managers to help set up and prepare for workshops (in person and virtually).• In collaboration with the Information Technology (IT) Division, continuously update workshop manuals to make sure all needs are met.• Attend workshops to assist with needs as they arise (in person and virtually).• Monitor public comments and work with workshop coordinator to ensure all parties have access to forums.
10%	Support Energy Division Management <ul style="list-style-type: none">• Compile the Director's meeting agenda for the Commission meeting, updating the agenda template and forwarding to the program managers, supervisors, and analysts for review, collecting Work Approval Summary (WAS) feedback from Energy Division managers and OGA one-pagers from supervisors or analysts.
5%	<u>MARGINAL FUNCTIONS:</u> Act as back-up to Internship Manager/Coordinator. Some of this work shall include but not be limited to: Monitor and respond to the Internship inbox; updating the internship tracker spreadsheet, folders, and correspondence on Content Server; gather data to reflect intern work hours for purposes of budget determinations. As assigned, serve as a back-up to other staff in the Branch. Perform other job-related duties as required.

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

KNOWLEDGE AND ABILITIES *[From Class Specs]*

- **Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.
- **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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel will be required within the state of California to include evenings, weekends, or several days at a time. All forms of travel may be required as needed (car, plane, train, and/or bus).
- Requires being in a stationary position, consistent with office work, for extended periods.
- Standard office environment (for example, artificial lighting, controlled temperature, etc.).
- Must be able to move/transport office supplies/equipment weighing up to 25 pounds, with or without reasonable accommodation.

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

SUPERVISOR'S NAME (Print) Medea Tsitskishvili	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
-------------------------	----------------------	------