

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Executive		EFFECTIVE DATE	
BRANCH/SECTION Office of Governmental Affairs (OGA)		CLASS TITLE Staff Service Manager I (Supervisory)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento or San Francisco	
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-428-4800-XXX	
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 Director of the Office of Governmental Affairs (OGA), this key position, known as the Legislative Manger, will oversee the Commission analyses of pending legislation, manage internal communication between Divisions, OGA, and the Commission. This position will supervise OGA analytical staff, while supporting the OGA Director and other Commission leadership. The Staff Services Manager I is a principal OGA staff member and supervisor.			
% 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>	
30%	<u>ESSENTIAL FUNCTIONS:</u> Staff and Workload Management: Plan, organize, direct, and supervise the work of OGA legislative analysts by providing clear guidance on priorities, expectations, and processes. Review, edit, and finalize written work products to ensure accuracy, appropriateness, and alignment with organizational standards and policy objectives. Mentor analysts by conducting regular performance reviews, offering constructive feedback, and fostering their professional development in areas such as policy analysis, verbal and written communication, and organizational skills. This includes providing tailored coaching to address individual growth areas and build expertise. Assign newly introduced legislation to divisions, commissioner offices, and staff for analysis, ensuring clarity in roles, responsibilities, and deadlines. Track progress regularly, address challenges proactively, and adjust workflows as necessary to maintain efficiency and meet deadlines. The expected outcome is high-quality, accurate, and timely legislative analyses and reports that support informed decision-making and contribute to the organization's strategic goals.		
30 %	Analysis and Product Development: Track the progress of appropriate Commission-related legislative proposals throughout the legislative process to ensure alignment with organizational goals and priorities. Prepare thorough and well-reasoned bill analyses on controversial, sensitive, and high-profile legislation, providing insights to support informed decision-making. Write, review, and edit legislative concept papers and proposals, ensuring clarity, accuracy, and alignment with strategic objectives. Present findings and recommendations to the Director of OGA, other CPUC staff, or external stakeholders, as appropriate. The expected outcome is the delivery of accurate, timely, and actionable legislative analyses and proposals that effectively support the Commission's policy positions and strategic priorities.		
25%	Communication and Relationship Building: Attend hearings, briefings, and meetings, both internally and externally, as directed, to represent the Commission's interests and provide timely updates on legislative developments. Support the OGA Director by facilitating discussions with legislative staff, committees, and other internal and external stakeholders to ensure accurate information exchange and alignment on key priorities. Compose and review correspondence from legislative analysts to legislative members and committee staff, ensuring clarity, professionalism, and consistency with Commission policy positions. Respond verbally and in writing to inquiries from commissioners, commission staff, legislative staff, and other key stakeholders as directed by the OGA Director. The expected outcome is improved alignment between the Commission and legislative stakeholders, timely and accurate responses to inquiries, and the establishment of reliable channels of communication that effectively address policy concerns and legislative priorities.		

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10%	<p>Responsible for administrative functions related to human resources (HR) to include recruiting, hiring, onboarding, training, and performance of staff in accordance with applicable rules and regulations to ensure operational efficiency of the Division through staff hiring and development, accountability, and workload assessment. This includes but is not limited to:</p> <ul style="list-style-type: none">▪ Timely completion of probation and performance appraisal reports.▪ Providing staff with feedback.▪ Maintaining appropriate documentation related to performance.▪ Identifying training opportunities for staff development.▪ Foster and maintain a work environment that encourages diversity and inclusivity to contribute to staff as well as overall business operation.▪ As needed, collaboration with HR and Legal, on progressive discipline to address performance concerns.
	<p>Leadership Support Proactively identify critical policy, political, and administrative issues as they emerge, analyzing their potential impact on the Commission's goals and operations. Provide timely and concise briefings to the OGA Director, offering insights and recommended actions to address these issues effectively. The expected outcome is that the OGA Director is well-informed, prepared to make strategic decisions, and equipped to address emerging challenges proactively.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other duties appropriate to the class specification for this classification. Will require occasional evening and weekend work to accommodate workload and the legislative calendar.</p>

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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; 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.
- Occasional travel to include evenings, weekends, overnight, or several days at a time.

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

SUPERVISOR'S NAME (Print)	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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