

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Public Advocates Office		EFFECTIVE DATE
BRANCH/SECTION Energy Cost of Service & Natural Gas Operational Costs		CLASS TITLE Program and Project Supervisor
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) 680-251-3504-007
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.		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</p> <p>Public Advocates Office ("the organization") represents residential and small business ratepayer interests in Commission proceedings and processes (e.g., workshops, rulemakings, investigations, utility applications, hearings, advice letters, committee and stakeholder meetings, and other forums). These proceedings and processes set rates, rules, policies, and regulations.</p> <p>Under the general direction of the Program Manager (PM) of the Energy Cost of Services & Natural Gas Branch of the Public Advocates Office, the Operational Costs Section's Program and Project Supervisor (PPS) primary responsibilities include proactively planning, organizing, and directing the work of professional staff consisting of engineers and analysts, under the Operational Costs Section. The incumbent will provide program and policy direction, assign and review work, coach, and mentor new staff, develop job aids and best practices manuals, evaluate work performance, prepare appropriate disciplinary action, provide training for staff development, and recommend or select candidates for assignment and promotion.</p> <p>The Energy Cost of Service & Natural Gas (ECOS) Branch is comprised of four sections – Revenue Requirements Section, Operational Costs Section, Natural Gas Section, and Regulatory Cost Analysis Section. The incumbent will be responsible for supervising the Operational Costs. The branch works in matrix fashion to efficiently allocate and adjust project staffing. The branch also provides spatial analysis research and support to all Public Advocates Office branches. The incumbent may be assigned responsibility in other areas of the branch and the Public Advocates Office, as required by the Public Advocates Office.</p>		
% of time performing monthly 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>	
	<u>ESSENTIAL FUNCTIONS:</u>	
35%	General Staff Supervision. Plan, organize and direct the work of a group of professional staff by assigning and reviewing work, coaching, and mentoring new staff, evaluating work performance, preparing disciplinary actions as necessary, providing training for staff development, recommending, and selecting candidates for assignments and promotion and monitoring and tracking caseloads.	
20%	Work Planning, Strategy, & Representation. Coordinate, plan, organize and prioritize the Public Advocates Office's recommendations in Commission rulemakings, general rate cases, other applications, advice letters, workshops, and other forums. Participate and assist in leading the strategic planning efforts and initiatives for the Section in conjunction with the Branch and Division. Confer and coordinate with the Branch Manager and supervisors of other sections to ensure consistency in program direction and objectives, and to report project status on a regular basis. Represent the Public Advocates Office in lobbying, workshops, administrative committee meetings, and other forums, as assigned.	
30%	Policy Leadership, Research & Analysis, Testimony. With collaboration across the Public Advocates Office, direct program and policy development, research and analysis on more complex and high-profile issues that come before the Commission and sponsor formal reports and testimony as necessary. May act as project manager and lead witness on the most complex cases for the Public Advocates Office before the Commission.	
10%	Branch Administration. Assist the Program Manager in administrative duties, including a broad range of personnel issues, training and budgeting plans, systems for work and case tracking and staff allocation, and act as Program Manager in the absence of the Program Manager as needed. Assist the Program Manager and the Division in planning, developing relevant agendas and organizing various Branch and project team meetings and related staff meetings on the Public Advocates Office Division and Branch strategies.	
	<u>MARGINAL FUNCTIONS:</u>	
5%	Perform other job-related duties and assignments as required to support the efforts of Public Advocates Office.	

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KNOWLEDGE AND ABILITIES [From Class Specs]

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 cost, taxes, and rate base; rate-fixing procedures, including the development of revenues, expenses, taxes, depreciation, rate bases, and rate of return; physical properties of utilities and of standards of safety and service; utility financial structure, terminology, and prescribed accounting classifications for utilities; 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; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; conservation, rate design and alternative cost assessments.

Ability to: Plan, direct, and coordinate the work of a staff of assistants; conduct conferences; do research work, analyze data, and write reports and orders; plan and supervise the preparation of exhibits; analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.

SPECIAL REQUIREMENTS:

- Work independently under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal skills, analytics, and attention to detail.
- Microsoft Office Suite, particularly Excel, Word, and PowerPoint proficiency.
- Proficient in other Software – Power Flow, Stata, SPSS, MATLAB, Tableau, and/or ArcGIS.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Open, and transparent public setting.
- Variable office temperature.
- Able to lift at least 25 pounds.
- Long periods of sitting while traveling and attending workshops.
- Travel outdoors during summer and winter environments.
- Occasional travel includes evenings, weekend or several days at a time.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Contribute to continuous improvement and a positive, high-performing work environment.
- Able to work full-time.

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

SUPERVISOR'S NAME (Print)

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