

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Executive	EFFECTIVE DATE
BRANCH/SECTION Commissioner Matt Baker's Office	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS 8:00 AM – 5:00 PM	PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-424-5393-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 direction of the Chief of Staff the Associate Governmental Program Analyst will perform analytical duties in support of the Office of Commissioner Baker and work closely with the Office’s advisors. The Associate Governmental Program Analyst will be responsible for a broad range of responsibilities, requiring initiative, discretion, and diligence. The position’s main responsibility is to perform policy-related research that informs the Office’s perspectives and positions across emerging and key CPUC-regulated industry topics. The position will also support the Office in managing its portfolio of assigned proceedings. This requires working across multiple divisions within the California Public Utilities Commission.

% 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>
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35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Conducts analyses for assigned areas. They will independently determine the most appropriate analytical tools and reports to evaluate differences in policy design. Analyses will be informed by conducting informational interviews with CPUC staff, reviewing utility filings, attending hearings/conferences, and other means. Findings will be shared in briefing presentations, memos, and/or oral briefings to the Commissioner and/or other advisors. Topics will focus on those directly relating to active proceedings and priority topics of the Office.</p>
35%	<p>Provides research support to other advisors in the Office. This includes reviewing voting meeting agendas, procedural filings and documents, advice letters, and authors resolutions and dispositions. The AGPA will help prepare the Commissioner and other staff for events, attend public hearings and meetings, and assist collaboration with other state agencies and stakeholders. This may involve acting as an assistant facilitator and/or recorder; writing summaries of results; and preparing workshop summary reports.</p>
25%	<p>Supports the Chief of Staff in running the day-to-day operations of the office. This work includes compiling information into databases and regularly conducting analyses to ensure the Office adheres to relevant statutory and procedural deadlines. The AGPA will occasionally staff the Commissioner during public events and assist in responding to inquiries from the public, other agencies and legislative staff.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other related job duties as required, such as helping with intra-organizational coordination and events.</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:

- In-person attendance of meetings in the CPUC San Francisco Office approximately 4 times a month.
- Occasional travel within the state of California which could include overnight, weekends, or several days at a time
- Operation of a State-owned vehicle, private vehicle use, or vehicle rental may be required for field operations

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

SUPERVISOR'S NAME (Print) Justin Ong	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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