

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy	EFFECTIVE DATE
BRANCH/SECTION Distribution Planning / Grid Resiliency and Microgrids	CLASS TITLE Senior Utilities Engineer (Specialist)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, or Los Angeles
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-328-3510-004
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 general direction of the Program and Project Supervisor (PPS) of the Grid Resiliency and Microgrids Section of the Energy Division's Distribution Planning Branch, the incumbent will have lead responsibility in conducting complex economic, policy and/or technical analyses and research to support Administrative Law Judges (ALJ), Commissioners, and Advisors. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes. This position is authorized pursuant to FY 19-20 BCP#13 – Electric Microgrid Commercialization (SB 1339).	
% 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> <ul style="list-style-type: none"> Initiate and lead work assignments and multiple projects on electric distribution planning policies. Develop and review recommendations on policy proposals related to microgrids, resiliency, undergrounding, safety, and reliability. Prepare staff proposals, policy memos, presentation materials, and fact sheets. Conduct legislative bill analyses as needed. Provide advisory support to administrative law judges, commissioners, advisors, and division management for CPUC proceedings such as general rate cases, utility compliance filings, and other rulemakings related to grid resiliency and microgrids. Review rulings, proposed decisions, and relevant filings, including comments, testimony, exhibits, workpapers, and other documents in energy policy proceedings.
35%	<ul style="list-style-type: none"> Conduct complex engineering-related research on electric distribution and transmission grid infrastructure issues. Research issues related to electric utility safety and reliability risks and mitigation activities. Develop advisory expertise on technical aspects of utility operations and infrastructure projects related to microgrids, resiliency, undergrounding, safety, and reliability. Utilizing engineering and cost perspectives, review and analyze safety and reliability measures for CPUC-regulated electric utilities to ensure cost accountability and cost-efficiency analysis. Conduct engineering and cost review of microgrid and resiliency plans proposed by utilities through technical analysis and research. Review electric utility reports and compliance filings to ensure appropriate utility infrastructure investments are authorized. Review advice letter filings on ratemaking and cost recovery for utility programs and investments. Prepare resolutions and disposition letters as required. Identify data needs for analysis; develop and prepare data requests for utilities; perform complex quantitative analysis of safety and reliability spending to identify trends; and identify potential errors (e.g., using spreadsheet work papers, analysis of complex data sets or models, complex operations/processes, or complex quantitative issues/problems).

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15%	<p><u>ESSENTIAL FUNCTIONS (continued):</u></p> <ul style="list-style-type: none"> • Plan and facilitate meetings and workshops on complex technical issues related to distribution planning policies, and make presentations to decision-makers, management, interested parties, and other agencies. • Coordinate with other agencies, such as the California Energy Commission, and with CPUC-divisions, such as CPUC’s Safety and Enforcement Division and Safety Policy Division, regarding distribution planning activities. Represent the Energy Division or the CPUC in various high-profile settings.
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Perform other duties as assigned and provide engineering expertise, analytical, and research support related to various technical and policy areas assigned. • Provide consultation on technical issues, such as power system operation, interpretation of general orders, and characteristics of transmission and distribution lines. • Coordinate with analysts and engineers in other sections or branches on related issues. • To the extent relevant to incumbent’s work, assist the Commission with its implementation of the following cross-cutting efforts: policy and program oversight to ensure the electricity system is safe, reliable, and resilient; implementation of the Environmental and Social Justice Action Plan, such that CPUC programs and decisions advance equity throughout the state; and Integrated Resource Planning to achieve the state’s greenhouse gas goals at the least cost to ratepayers. • Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee’s work site. <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p> <p>Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.</p> <p>Ability to: Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a lead; gain and maintain the confidence and cooperation of those contacted during the course of work.</p>

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<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. • Occasional travel will be required within and outside the state of California to include evenings, weekends, or several days at a time. 		
<p>SUPERVISOR'S NAME (Print) Jason Ortego</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>