

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION



DIVISION Public Advocates Office		EFFECTIVE DATE
BRANCH/SECTION Water Branch		CLASS TITLE Program Manager
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) 680-255-3503-002
<p><i>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.</i></p>		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the general direction of the Public Advocates Office's Deputy Director of Water, Communications and Broadband Policy, the Program Manager is responsible for managing, supervising, planning, and coordinating all activities of the Water Branch, and developing policy and ratemaking positions that ensure effective representation of ratepayers, consistent with the Office's mandate as specified by Public Utilities (PU) Code Section 309.5. The Program Manager acts as a key spokesperson with water utilities, stakeholder groups, and other state agencies on water-related matters. The incumbent works closely with the Office's Chief Counsel, Assistant Chief Counsel, the Office's management team, and attorneys from the CPUC's Legal Division Advocacy Section.</p> <p>Pursuant to PU Code 309.5, the Office's mission is to achieve the lowest possible rates for service consistent with safe and reliable service levels, and the state's universal service and climate change goals. To accomplish this mission, the Office conducts robust and comprehensive analyses to advance and protect the interest of ratepayers. The Office advocates before the CPUC and in other forums that address utility rates, investments, resources, operations, and subsidy programs which may impact ratepayers.</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>	
45%	<p>ESSENTIAL FUNCTIONS:</p> <p>Branch Management and Oversight</p> <p>The Program Manager plans and organizes the work and directs the staff of the Water Branch, consistent with Public Advocates Office's legislative mandate under Public Utilities Code Section 309.5. The Program Manager coordinates this work with other Public Advocates branches and confers with Public Advocates Office's Director, Deputy Director of Water, Communications, and Broadband Policy, Chief Counsel, Assistant Chief Counsel, and Deputy Director of Government Affairs, and the heads of other CPUC divisions and branches. The Program Manager is responsible for directing and guiding analyses and advocacy in water general rate cases, cost of capital proceedings, rulemakings, and other applications filed by water utilities. The Program Manager is responsible for managing the performance and workload of the Water Branch supervisors and staff; overseeing the preparation of reports, testimony, formal pleadings, and briefs; advising Public Advocates Office management on complex, high profile and controversial policy issues; representing Public Advocates Office in settlement negotiations, ensuring that studies, analyses, and testimony developed by the Water Branch staff are of the highest quality and are consistent with Public Advocates Office's legislative mandate, policies and mission; addressing staff development and performance challenges, including training, personnel selection, and personnel actions; representing Public Advocates Office in legislative and ex-parte activities; and responding to press inquiries. The Program Manager will ensure that the supervisors provide timely and appropriate feedback and performance evaluations to staff and ensure that personnel issues are addressed, consistent with the state's policies and requirements.</p>	
40%	<p>Leadership and Policy Development</p> <p>The Program Manager is an active participant in policy development, working closely with the Public Advocates Office Director, Deputy Director of Water, Communications, and Broadband, and other Deputy Directors and managers. The Program Manager takes an active role in strategic policy and resource planning, and negotiations with other stakeholders. The Program Manager represents the Public Advocates Office in matters before the CPUC, other state, federal and local agencies, and carries out special assignments as determined by the Deputy Director and Director. The Program Manager also meets with CPUC decision makers, Legislative staff and the Governor's office, and senior level representatives of stakeholder organizations.</p>	
10%	<p>Administrative Projects and Tasks</p> <p>The Program Manager oversees the administrative duties and responsibilities of the branch, including travel and training budgets and expenditures; contract administration; assessment of IT needs, and Public Advocates Office's website content. The Program Manager also will lead and/or participate in management meetings and division-wide projects.</p>	



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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>May assist in training and other activities, be assigned to work in other areas and branches of the organization, and perform other job-related duties as required to support the efforts of the Public Advocates Office.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From CalHR Class Specs]</i></p> <p>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 costs, taxes and rate base; financial structure, terminology, and prescribed accounting classifications for utilities; ratemaking procedures, including the development of revenues, expenses, taxes, depreciation, rate base, and rate of return; physical properties of utilities and of standards of safety and service; procedures for conducting hearings before the California Public Utilities Commission and other regulatory agencies; the Federal Power Act, and the Natural Gas Act; conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments; 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.</p> <p>Ability to: Plan, direct, and coordinate the work of a staff, plan and supervise research work and analyze data plan and supervise the preparation of exhibits, write reports and orders and prepare recommendations to the Commission, conduct meetings, analyze situations accurately and take effective action; effectively contribute to the Commission's affirmative action objectives.</p> <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. • Proficiency in expanding and acquiring new knowledge and skills in order to enhance ability to tackle progressively challenging policy problems and opportunities. • Proficiency in cultivating and building constructive relationships, internally and externally, to expand sources of expert knowledge and information. • Proficiency in exercising creativity and resourcefulness in overcoming obstacles. • Proficiency in teamwork and collaboration. • Proficiency in maintaining poise, diplomacy, and a constructive disposition in discussing and resolving disagreements and disputes with others (internally and externally). • Able to travel on business to meet with utilities and industry representatives. • Professional behavior. • Work on a full-time basis. • Dress appropriately for a business/government environment. • Standard office setting. Work in close proximity to co-workers. Mindful in respecting the time and space of other employees. 			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">SUPERVISOR'S NAME (Print) Richard Rauschmeier</td> <td style="width: 40%; padding: 5px;">SUPERVISOR'S SIGNATURE</td> <td style="width: 10%; padding: 5px;">DATE</td> </tr> </table>	SUPERVISOR'S NAME (Print) Richard Rauschmeier	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				
	<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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">EMPLOYEE'S NAME (Print)</td> <td style="width: 40%; padding: 5px;">EMPLOYEE'S SIGNATURE</td> <td style="width: 10%; padding: 5px;">DATE</td> </tr> </table>	EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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