California Public Utilities Commission
505 Van Ness Avenue, San Francisco, CA

Chief of Staff and/ or Advisor to CPUC Pres. Michael Picker

Michael Picker, President and Commissioner of the California Public Utilities Commission, solicits applicants for an Advisor position, who may also be selected to serve as the Chief of Staff to his office. **Applicants should submit a cover letter, which explains their interest in either or both positions, and a resume to josephine.emelo@cpuc.ca.gov Monday, July 24, 2017.** Current employees of the Commission and external candidates are encouraged to apply. Questions regarding this opportunity should be directed to Ken Koss by email kenneth.koss@cpuc.ca.gov or phone 415-703-1463. Statements summarizing the duties and responsibilities of each role are provided below.

**Chief of Staff - Duties and Responsibilities**

**Administration**
Plans and organizes the work and directs the staff of a Commissioner's office, including both administrative and advisory functions. The Chief of Staff's oversight of administrative and advisory staff should include the development and support of personal development plans, as well as on-going training and support. The Chief of Staff is a resource to administrative and advisory staff who helps to support the timely completion of their work responsibilities and their professional development.

**Commission Policy and Procedure**
The Chief of Staff ensures compliance with Commission policy and procedure, preparation for meetings, interactions with other Commissioner offices, and outside stakeholders. The Chief of Staff also is responsible for development of assigned proceedings, alternate orders, and related dissents and concurrences.

**Communications**
The Chief of Staff serves as the primary liaison between the Commissioner and other Commissioner's offices, the Executive Director, and Division Directors. In this role, the Chief of Staff is responsible for maintaining on-going communication with each of these stakeholders. The Chief of Staff should also support effective communication between the policy advisors and these stakeholder groups. The Chief of Staff supports the Commissioner's interactions with external parties ranging from the State Legislature, other governmental agencies, parties to proceedings, and the public. In this capacity, the Chief of Staff works directly with the Commissioner, and coordinates administrative staff and policy advisors to plan and prepare for public appearances, respond to speaking, meeting and information requests, and oversees the implementation of the Commissioner’s communications strategy.

**Policy Development**
The Chief of Staff also provides advice and analysis on issues related to energy, water, telecommunications and rail/carrier industries directly to the Commissioner, and/or in concert with a policy advisor. The Chief of Staff directly supervises and supports policy advisors in the processing of cases; preparation of alternative orders, written dissents, and concurrences; development and implementation of policies and programs; drafting correspondence and speeches; and the development of long-term strategic plans. The Chief of Staff may also serve as the lead policy advisor.

**Key Characteristics**
An effective Chief of Staff should have the following characteristics:

- Trust: ability to build and maintain the trust of the Commissioner, policy advisors and support staff; and, an effective facilitator of open and honest dialogue among all members of a Commissioner office.
• Tact: ability to engage in tactful discussions with internal Commission staff, members of a Commission office and outside stakeholders, on issues ranging from personnel to policy matters.

• Confidentiality: ability to maintain confidentiality of Commissioner's deliberative process, as well as ability to have open dialogue with Commissioner and staff while maintaining a unified message in external discussions.

• Current Events: ability to keep abreast of all relevant major issues within the Commission to ensure that the Commissioner is kept aware of major developments and activities.

• Build Relationships: ability to build relationships with other Commissioner offices, Division management, other governmental agencies, and outside stakeholders in order to effectively implement the policy directions of the Commissioner.

**Advisor - Duties and Responsibilities**

Under general direction of the Chief of Staff, the Advisor will advise the Commissioner in handling matters related to energy, telecommunications, water and/or transportation utilities and general Commission policy, governance, modernization, and administration. The advisor will handle meetings, correspondence, speech-writing, case management, and agenda matters on behalf of the Commissioner, with a high degree of responsibility.

The Advisor shall be able to perform major advanced policy analysis and advising work related to the regulation of energy, telecommunications, water and/or transportation utilities and related topics under the Commission’s jurisdiction. This work includes (1) economic and financial analysis of utilities, including rate design, pricing issues, market and competition issues for those utilities engaged in competitive services, rate of return and company financial status, (2) analysis of the safety of utility operations and facilities (3) analysis of the need for infrastructure investment (4) transportation matters including regulation of rail, common carriers and other transportation entities under Commission jurisdiction; (5) analysis of water regulation, including, among others, regulatory structure and utility general rate cases; (6) telecommunications matters including the regulatory setting, economic, financial and policy framework for telecommunications and related technologies and services subject to the Commission’s jurisdiction; and (7) as appropriate, legal analysis of the procedural aspects of Commission proceedings and consideration of the implications of applicable pending and existing state and federal laws on Commission action.

The Advisor's work primarily focuses on evaluating formal decisions before the Commission and serving as lead Advisor on a portfolio of assigned proceedings. The Advisor will critique and redraft pending orders, draft letters in response to inquiries and public comments, develop and write speeches, brief other agencies concerning pending issues, and attend meetings and conferences on behalf of the Commissioner.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.