

Regulatory Policy Analysis Job Profile

Job Family: Regulatory Policy Analysis Department: PIP Function: Customer Care Reports to (title): Supervisor/ Manager	Last Updated: April 2011
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Job Summary	Develop and support policy and regulatory positions for the organization. Liaison with CPUC and other California utilities on current and near term policy issues. Review and interpret regulatory assessments relative to current business.				
Major Responsibilities	Responsibilities typically include the following: <ul style="list-style-type: none"> • Analysis of internal and external proposals, positions and interpretations • Coordinate internal stakeholders, management briefings on policy issues, and documentation of policy positions in regulatory documents • Monitor crossover regulatory and policy issues for the organization • Work jointly with other key contacts at the other California utilities and industry stakeholders on policy and regulatory efforts • Interact with and develop relationships with key contacts at the CPUC to support various policy and regulatory efforts to support current and short term business efforts • Assist in defining project strategy by providing the policy and regulatory perspective • Prepare testimony, respond to data requests and media inquiries and draft reply comments to regulatory publications and directives • Manage projects and efforts to resolve policy ambiguity to support current and future program activities 				
Job Title	Cust Regulatory Policy Analyst, Associate	Cust Regulatory Policy Analyst	Cust Regulatory Policy Analyst, Senior	Cust Regulatory Policy Analyst, Expert	Cust Regulatory Policy Analyst, Principal
Position Title	Regulatory Policy Analyst, Associate	Regulatory Policy Analyst	Regulatory Policy Analyst, Senior	Regulatory Policy Analyst, Expert	Regulatory Policy Analyst, Principal
PGE Job Level	Associate	Career	Senior	Expert	Principal
SAP Job Code	50419583	50419584	50419585	50419586	50419587
FLSA Status	Exempt	Exempt	Exempt	Exempt	Exempt
Distinguishing Characteristics	<ul style="list-style-type: none"> • Demonstrates basic knowledge of policy and analysis process • May require guidance in identifying appropriate actions to ensure support of company and business goals • Identifies required actions and develops solutions for assigned projects with some guidance • Supports development of policy strategies • Needs assistance in assessing policy impacts and development of action plans 	<ul style="list-style-type: none"> • Demonstrates full understanding of policy and analysis process • Works independently with internal stakeholders to provide policy interpretation and support • Provides support for regulatory filings • Regularly demonstrates innovative and new thinking from strategy to operational implementation • Ability to thoroughly assess routine policy impacts and develop action plans • Ability to communicate with internal and external colleagues on policy issues and processes 	<ul style="list-style-type: none"> • Demonstrates advanced understanding of policy and analysis process • Works with all levels of leadership (up to and including VP) across functions to provide relevant policy information for decision making • Understands company and regulatory organizational structure and how to interact with and utilize available contacts and resources • Ability to evaluate and mitigate identified policy risks • Examines alternate solutions to policy issues, effectively troubleshoots various 	<ul style="list-style-type: none"> • Demonstrates broad expertise and applies advanced knowledge to wide-ranging policy issues • Ability to address complex strategic issues and takes a broad perspective to identify innovative policy solutions • Works independently with guidance on complex policy issues • Leverages contacts within and beyond company to pressure-test and refine policy positions and solutions • May manage cross-functional projects or initiatives • Works with all levels of leadership (up to 	<ul style="list-style-type: none"> • In-depth and unique industry and regulatory expertise • Works independently on complex policy assessment issues with critical impact to the organization and the company • Works autonomously and has a solid leadership role and function • Solves unique and complex strategic policy issues and problems • Leverages contacts within and beyond company to pressure-test and refine solutions • Ability to effectively communicate highly complex ideas to diverse audiences using

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		<ul style="list-style-type: none"> Participates on project teams, providing general policy support May demonstrates innovative and new thinking around policy analysis and execution Develops administrative policy procedures Ability to thoroughly assess routine policy impacts and develop action plans 	<p>issues, and provides findings and recommendations for internal clients and external stakeholders</p> <ul style="list-style-type: none"> Prepares support for regulatory filings Supports preparation of testimony on complex analyses and policy issues Takes on leadership roll in addressing more complex policy issues and situations Clearly articulates recommendations and findings in both written and oral communications both internally and externally and to functional management May act as a team lead and provide direction to less experienced employees Often demonstrates innovative and new thinking on policy analysis and execution Can develop moderate level strategies and recommendations 	<p>and including SVP) across functions to influence decisions</p> <ul style="list-style-type: none"> Works with other utilities and industry groups in the development of new and innovative policy initiatives to support strategy and planning at PG&E Consistently demonstrates high level of innovative and new thinking focused on policy strategy and operational implementation Organizes and presents expert testimony with assistance from others. May manage cross-functional projects or initiatives May lead regulatory filing efforts and present complex analysis to leadership or external parties Prepares testimony on complex analyses and policy issues Seeks out industry knowledge and incorporates into policy practices and decision making. Examines alternate solutions to policy issues, effectively troubleshoots various problems, performs analyses, and provides findings and recommendations for internal clients and external stakeholders 	<p>a variety of media</p> <ul style="list-style-type: none"> May manage major cross-functional policy efforts and initiatives Anticipates policy issues and develops innovative solutions to mitigate risks or impacts to the company Influences policy strategy at other utilities and regulatory agencies Acts as a thought leader, applying extensive unique policy expertise in the development of strategies or resolution of policy issues Works with senior management to support strategic policy planning and decision making Prepares policy support for regulatory filings and presents complex analysis to leadership or external parties Sponsors testimony on complex analysis and policy issues
Supervisory Responsibility	No supervisory responsibility	No supervisory responsibility	No supervisory responsibility	No supervisory responsibility	May have 1 – 2 direct reports
Education	<ul style="list-style-type: none"> Bachelor's degree in business, finance, accounting or related discipline or equivalent experience 	<ul style="list-style-type: none"> Bachelor's degree in business, finance, accounting or related discipline or equivalent experience 	<ul style="list-style-type: none"> Bachelor's degree in business, finance, accounting or related discipline or equivalent experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent experience in business, finance, accounting or related discipline. 	<ul style="list-style-type: none"> Bachelor's degree or equivalent experience in business, finance, accounting or related discipline. Master's degree preferred
License/Certification	NA	NA	NA	NA	NA
Experience	0-2 years of experience	Typically 3 years experience 1-2 years of job related experience	Typically 6 years experience 2-4 years of job related experience	Typically 8 years of experience 6+ years of job related experience	Typically 10 years of experience 8+ years of job related experience

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Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> • Ability to work in team environment • Ability to assess and recommend solutions for routine projects • Possesses general technical knowledge • Ability to communicate in written and verbal form • Demonstrated attention to detail • Ability to learn new concepts quickly • Adaptable to changing business priorities • Able to understand basic technical and business concepts • Proficient with Microsoft Office products including Word, Excel, PowerPoint 	<p>In addition to those for Associate, Career requires:</p> <ul style="list-style-type: none"> • Solid technical knowledge • Good research and issue resolution skills • Ability to assess and recommend solutions for assigned projects • Ability to prioritize, plan, perform and communicate activities both in written and verbal form • Knowledge of current utility and energy industry issues, applications to local level customers, including customer energy efficiency applications, and general customer information 	<p>In addition to those for Career, Senior requires:</p> <ul style="list-style-type: none"> • Strong technical background to perform assignments • Ability to assess and recommend solutions for assigned projects • Ability to prioritize, plan, perform and communicate activities both in written and verbal form • Able to present analysis and evaluation results and output in a cohesive, understandable and actionable format to department management • Understands programs, policy and operations to advise on business on meaning of data, results • Ability to effectively manage multiple projects with demanding time constraints • Ability to lead and manage projects and project teams • Knowledge of national policy issues 	<p>In addition to those for Senior, Expert requires:</p> <ul style="list-style-type: none"> • Able to present complex policy analysis and findings to internal audiences including Managers and Directors and to external stakeholders, regulatory agencies, etc • Applies demonstrated knowledge and skill to resolve complex problems • Ability to solicit and integrate information from a variety of sources • Ability to use proper analytical techniques to breakdown and solve complex problems • Ability to influence leaders inside and outside of the department through policy analysis, insights and recommendations • Ability to lead large and complex projects working with cross-functional teams • Ability to lead, manage and analyze business processes and recommend improvements to gain efficiency and effectiveness 	<p>In addition to those for Expert, Principal requires:</p> <ul style="list-style-type: none"> • Able to lead department wide modeling and data initiatives of the highest complexity and impact • Able to present highly complex data and findings to diverse audiences which may include upper management, top industry and regulatory stakeholders • Ability to use understanding of the business to help drive strategic decision making, and to recommend operational improvements • Deep knowledge and expertise of business and or industry drivers, regulatory policy and policy strategy and development processes • Ability to analyze business processes and recommend improvements to gain efficiency and effectiveness. • Ability to lead and implement key process improvements
Working Conditions	Primarily office environment with extensive use of personal computers, telephone conversations, conference calls and in person meetings. Travel required depends on position.				
Supplemental Information					

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Technical Competencies	Technical Competency Descriptions	Proficiency Level*				
		Associate	Career	Senior	Expert	Principal
Deals w/Ambiguity	Effectively copes with change; shifts gears comfortably; decides and acts without having complete information; isn't upset when things are up in the air; doesn't have to finish things before moving on; comfortably handles risk and uncertainty		Proficient	Advanced		
Process Management	The application of knowledge, skills, tools, techniques and systems to define, visualize, measure, control, report, manage, and improve processes in order to meet business and organizational needs		Proficient	Advanced	Master	Master
Business / Industry Knowledge	Knows the business and its environment; knows key issues and trends including leading practices and technology; is familiar with the industry language and terminology; knowledge of financial implications of issues specific to the Utility industry.	Novice	Novice	Proficient	Advanced	Master
Communication	Communicates with peers, subordinates, leadership, and external stakeholders as necessary, using a variety of media; conveys his/her views in a clear, direct, and non-threatening manner; seeks first to understand and then to be understood	Novice	Proficient	Advance		
Analytical Acumen	Studies a problem in a systematic way; can abstract or synthesize from one set of ideas or facts to another; identifies causal relationships, anticipates obstacles, considers several explanations/plans, makes logical conclusions; can recommend or hypothesize (several) root cause(s)	Novice	Proficient	Advanced	Master	Master
Organizational Savvy	Can maneuver through complex organizational situations effectively and without disruption; is sensitive to how people and organizations function; anticipates where the obstacles are and plans his/her approach accordingly. Aligns and maneuvers organizational resources skillfully to solve problems or accomplish goals.		Proficient	Advanced	Master	Master
Professional Demeanor	Conducts him / herself in a manner that reflects positively on the department, does not lose his/her temper, manages conflicts in a positive, non-abrasive manner; is comfortable interacting with individuals at all levels inside (and outside if required) the organization; treats others respectfully	Novice	Proficient			
Accountability	Taking accountability for all of our actions, takes ownership of actions and does not blame others, demonstrates through actions a commitment to the well-being of the community and the environment, can be counted on to deliver and meet goals and objectives, has a "can do" attitude and bias for action, acts with a sense of urgency and energy around out work.	Proficient	Proficient	Advanced		
Strategic Business Perspective	Understands the company's overall goals and strategies, as well as the goals of business partners; continually applies this understanding to identify and address the critical needs of the overall business	Novice	Proficient	Proficient	Advanced	Master
Risk Management	Assesses, prioritizes, monitors and addresses complex policy issues and challenges that present risk to our business and reputation.			Proficient	Advanced	Master

***Proficiency Levels**

Novice: Demonstrates general understanding of knowledge, principles, and/or applications of the area; is able to complete routine assigned tasks with minimal guidance or supervision.

Proficient: Demonstrates solid understanding of knowledge, principles, and/or applications of the area; is able to complete moderately complex projects, with minimal guidance and supervision.

Advanced: Demonstrates advanced understanding of knowledge, principles, and/or applications of the area; is able to understand complex ideas and make recommendations in this area. May guide efforts of others on the team.

Master: Demonstrates mastery of knowledge, principles, and/or applications of the area; is able to lead and direct others in this area.

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