

Senior ALJ DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION Administrative Law Judge		CLASS TITLE Senior Administrative Law Judge
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco/Los Angeles/Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-6132-001
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 Chief Administrative Law Judge, or her designees, the incumbent serves the public by presiding over cases and hearings on the most difficult or sensitive matters as provided under the Public Utilities Code. Serves as the department's top expert on Commission Rules of Practice and Procedure.		
% 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> <p>Serves as presiding officer in the most legally or technically difficult or sensitive assigned cases on matters which may include the following activities in various percentages, depending on the ALJ's assigned cases (applications, complaints, citation appeals, investigations, rulemakings, petitions for rulemaking):</p> <ul style="list-style-type: none"> Analyzes and evaluates the most complex or technical areas of law, fact patterns, and testimony, to prepare a procedural plan to bring each assigned case to closure. Works closely with assigned Commissioner on policy matters, direction of proceeding and resulting decision. Confers with other Commissioners on policy matters. If hearings are needed, reviews pleadings and, when matters are ready for hearing, exercises independent judgement to establish schedules for issues and witnesses including those who have a high level of expertise and specialization. Presides over public hearings that may have high levels of public, political, or media interest, and the potential for high monetary award, resolves discovery disputes, swears and questions witnesses, rules on evidentiary objections and motions, and rules on motions to quash. Establishes briefing schedule and prepares proposed decision. Travels throughout State to conduct hearings as needed. Exercises independent judgement in the preparation of proposed decisions from transcripts and evidence submitted containing analysis, findings of fact, conclusions of law, and ordering paragraphs. If hearings are not needed, analyzes and evaluates the record developed and exercises independent judgement in the preparation of proposed decisions from transcripts and evidence submitted containing analysis, findings of fact, conclusions of law, and ordering paragraphs. Evaluates petitions for modification, develops procedural course of action, and performs above activities to resolve, as needed. Reviews intervenor compensation requests, provides feedback on intervenor performance to intervenor compensation team, reviews draft award for consistency with feedback provided and puts forward a proposed decision on award of intervenor compensation. Conducts Alternative Dispute Resolution (ADR) activities as a mediator, facilitator, or early neutral evaluator. 	
30%	Leads Rules of Practice and Procedure revisions process, advises on Rules of Practice and Procedure interpretation, serves as Law and Motion ALJ. Advises on issues of due process, confidentiality, evidence and official notice, ex parte rules, and judicial ethics.	

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15%	Develops and conducts trainings on CPUC practice and procedure, confidentiality, evidence and official notice, ex parte rules, and judicial ethics for ALJ Division and other CPUC Divisions and external practitioners.
5%	Participates as a student in Division identified training opportunities including, but not limited to internal ALJ Division trainings; external forums or conferences such as National Judicial College, NARUC, etc.; CalHR or State mandated trainings; trainings offered by other CPUC Divisions; or other educational opportunities identified by the supervisor and/or the incumbent.
	<u>MARGINAL FUNCTIONS:</u>
5%	Special Projects as assigned by Division management.
	Other job-related duties as assigned.
	<u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]
	<p>Knowledge of: State and federal rules, regulations, and laws; areas of law applicable to the department and the types of adjudication assigned; legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act; leading court decisions in California and the United States Supreme Court; rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas; legal research; court decisions interpreting the powers of administrative boards and agencies; principles and theories of administrative law and the judicial review of administrative actions; principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives; legal terms and forms in common use; and conduct of proceedings in California and federal trial and appellate courts and before administrative bodies.</p> <p>All of the above and specialized knowledge of the legal principles underlying the agency's jurisdiction; and expert knowledge of the specialized area of law administered or enforced by the agency.</p> <p>Ability to: Interpret and apply provisions of state and federal rules, regulations, and laws; perform legal research; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind and manner, exercise judgement without bias or prejudice; prepare summaries of facts and render decisions or make recommendations based on such facts; analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts; communicate effectively; both orally and in writing; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative and respectful relationships with those contacted in work. Draft complex and difficult opinions, negotiate effectively, and work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.</p>
	<u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u>
	<ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Employee must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, and the ability to read written materials on paper and on a computer screen (90 percent of time). Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers to open and close to retrieve and file information (5 percent of time). Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds (5 percent of time). Employees must possess the mental acuity and ability to meet deadlines, to address filings in a timely fashion, to bring matters to closure, to act decisively, and to work with judicial temperament and professional composure in an environment characterized by adversarial interaction by litigants. • Occasional travel to include overnight, evenings, weekends or several days at a time.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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