

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

,DIVISION Legal		EFFECTIVE DATE
BRANCH/SECTION Legal		CLASS TITLE Attorney, Assistant Chief
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento, Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-301-5871-004
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 administrative direction, of the General Counsel, Public Utilities Commission, the Assistant Chief Public Utilities Counsel represents the Commission consistent with Rule of Professional Conduct 3-600 [Organization as Client] and California Government Code Section 19572 (in its entirety) and performs accordingly. Assists in planning, organizing, and directing all phases of the legal work of the Public Utilities Commission and will act for the General Counsel, Public Utilities Commission, in their absence.		
% 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. (Use additional sheet if necessary)	
	<u>ESSENTIAL FUNCTIONS:</u>	
35%	Plans, organizes, and directs the work of staff who provide specialized legal services in complex and sensitive litigation, including but not limited to, reviewing the work product (formal pleadings, legal memoranda, correspondence, and settlement agreements) of staff and overseeing the conduct of litigation and intervention in administrative proceedings/proceedings in Federal and State courts and before Federal regulatory agencies and commissions.	
25%	Confers with and advises, the Commission, individual Commissioners, advisory/advocacy divisions and staff members on the application of regulatory statutes to Commission policies, powers, duties, precedents, and procedures. Prepares and recommends Commission orders. Analyzes and drafts proposed legislative measures. Coordinates the work of the Legal Division with that of other divisions of the Commission to ensure consistency across all divisions of the application of those regulatory statutes. Confers with and advises, the public, officials and representatives of political subdivisions, public utilities, and carriers with respect to legal rights and obligations in connection with regulatory problems.	
25%	Participates in the hiring process to include review of hiring documentation, creation of duty statements, interviewing and onboarding of new staff to address vacancies and in accordance with all applicable processes, rules and regulations. Monitors and evaluates employee performance to provide consistent feedback, recommend and provide appropriate training and ensure probation and performance reports are submitted timely in accordance with applicable rules. As needed, implements progressive discipline action in coordination with Human Resources.	
10%	Responsible for administrative details of the Legal Division operation to include directing preparation of the divisional budget requests and the execution of the approved budget in accordance with applicable State budget processes, rules and regulations. Prepares budget change proposals (BCP) at the direction of the General Counsel.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Acts for the General Counsel, Public Utilities Commission, in their absence and other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p> <p>Knowledge of: Law governing and administered by the Public Utilities Commission and or other regulatory or licensing bodies and judicial interpretations of such law; rules and regulations of the Public Utilities Commission or other regulatory or licensing bodies; conduct of proceedings and rules of evidence and procedure in State and Federal courts, or before public utility regulatory bodies or other regulatory or licensing bodies; legal principles; purposes, organization, and operation of the Public Utilities Commission or other regulatory or licensing bodies; basic principles of organization, structure; principles of personnel management and supervision manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p>Ability to: Analyze legal problems and apply legal principles and precedents to particular sets of facts; make accurate summaries of evidence and prepare appropriate findings, opinions, and orders; perform legal research; present statements of fact, law, and argument clearly and logically in written and oral form; draft rules, regulations, and legislative measures; direct the work of others; analyze situations accurately and adopt an effective course of action effectively promote equal opportunity in employment and maintain environment that is free of discrimination and harassment.</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. • Possess the mobility to work in a standard office setting and use standard office equipment, including a computer • Occasionally bend, stoop, kneel, reach, push and pull drawers to open and close to retrieve and file information • Possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds • Occasional travel may be required to include evenings, weekends, overnight 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) Christine Hammond	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 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
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