

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION Administrative Law Judge		CLASS TITLE Administrative Law Judge, Public Utilities Commission
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-6103-xxx
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 direction of the Assistant Chief Administrative Law Judge (ACALJ), act as presiding officer conducting hearings and preparing recommended decisions. Administrative Law Judges (ALJs) in Range A work on less complex and less controversial formal proceedings pending before the Commission, with the findings and conclusions given closer supervisory review. ALJs in Range B are assigned to more difficult proceedings that are expected to contain several controversial issues.		
% 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>	
90%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Serves as presiding officer in assigned cases 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 facts and laws and exercises independent judgement to prepare a procedural plan to bring each assigned case to closure. Schedules and conducts prehearing conferences and drafts Scoping Memo and Ruling laying out the issues and schedule of the proceeding. When hearings are needed, reviews pleadings in order to develop case procedural plan. When matters are ready for hearing, establishes schedules for witnesses and issues for the evidentiary hearings. Presides over public hearings, resolves discovery disputes, swears witnesses, rules on evidentiary objections and motions, and rules on motions to quash in accordance with established standards. Establishes briefing schedule, analyzes and evaluates facts and laws, and exercises independent judgement to prepare a proposed decision on the issues in the proceeding. When hearings are not needed, analyzes and evaluates the record developed and exercises independent judgement to prepare a proposed decision on the issues in the proceeding. Evaluates petitions for modification, develops procedural course of action, including performing the activities described in the preceding two points in order to resolve the petition for modification. Prepares proposed decision on the issues in the proceeding. Reviews intervenor compensation requests to provide feedback on intervenor performance to intervenor compensation team. Reviews draft proposed decision prepared by intervenor compensation team for consistency with feedback provided. Responds to inquiries from Commissioner offices about the proposed decision awarding intervenor compensation. Conducts Alternative Dispute Resolution (ADR) activities as a mediator, facilitator, or early neutral evaluator to promote settlements in formal proceedings and certain other disputes in accordance with Resolution ALJ-185. Travels to other Department offices and assigned locations for hearings. 	

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5%	<p>Participates in training or educational opportunities (virtually or in-person) identified by the Division, supervisor or in conjunction with the incumbent, in order to meet mandatory or job-related requirements, expand knowledge base or assist with future career development. Trainings may include internal ALJ Division training; external forums or conferences such as National Judicial College, National Association of Regulatory Utility Commissioners (NARUC); California Department of Human Resources (CalHR); other State mandated training; training offered by other California Public Utilities Commission (CPUC) Divisions.</p>	
	<p><u>MARGINAL FUNCTIONS:</u></p>	
5%	<p>Special Projects as assigned by Division management. Assignments may include but are not limited to, serving as an advisor to ALJ staff units, intern program coordinator, training coordinator, governmental affairs liaison, or ADR coordinator. Other job-related duties as required.</p>	
	<p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p>	
	<p>Knowledge of: Law governing the Public Utilities Commission, the law administered by it, and the judicial interpretation of such laws; the rules and regulations of the Public Utilities Commission; the conduct of formal hearings and proceedings; the rules of evidence and procedure before the Public Utilities Commission; administrative and constitutional law applicable to the Public Utilities Commission; the basic principles of organization, structure, and financing of public utilities; transportation economics, rate structure, and classification; valuation of Public Utility properties, and rate-fixing procedures.</p>	
	<p>Ability to: Conduct formal hearings and proceedings; do basic research on problems arising in connection with hearings; analyze a variety of problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and law; make accurate summaries of evidence and prepare examiners' reports, opinions, and findings; present written statements of fact, law, and argument clearly and logically; conduct fair and impartial hearings; analyze situations accurately and take effective action.</p>	
	<p><u>WORK ENVIRONMENT. PHYSICAL AND/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. • Ability to work in a standard office setting while using standard office equipment, including but not limited to a computer, telephone, and multi-function copy machine. • Ability to read written materials on paper and on a computer screen for long periods of time. • Ability to sit for prolonged periods at a time. • Ability to bend, stoop, kneel, reach, push and pull drawers open and close to retrieve and file information. • Ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. • Ability to manage and meet deadlines. • Occasional travel throughout the state of California to include overnight, evenings, weekends, or several days at a time. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
<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>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE