



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Career Executive Assignment (CEA)

Working Title: Chief Counsel

Position Number: 535-140-7500-001

Division/Branch or Office: Chief Counsel Office

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): 2

Date Approved: TBD

Conflict of Interest (COI): **Yes** **No**

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the administrative direction of the Chair of the California Energy Commission, the Chief Counsel plans, organizes, directs, and coordinates the legal work of the California Energy Commission; advises the Commissioners, Executive Director, and staff on legal problems; supervises and conducts litigation and resolves legal problems to the highest degree of importance or complexity. This position is highly independent, answering directly to the five Commissioners, who are appointed by the Governor.

This position serves as the Energy Commission's chief attorney and is responsible for providing advice on all legal matters and issues that may arise in the scope of the Commission carrying out its responsibilities. The Chair and the other Commissioners, as well as the Executive Director, rely on the advice of the Chief Counsel and the Chief Counsel's Office to formulate and implement agency policy.

Essential Duties

35% Plan, organize, direct, coordinate, and review the legal work of the Commission and manage the multi-disciplinary staff of the Commission's Office of Chief Counsel, ensure that assignments are completed appropriately and in a timely manner; provide professional direction to staff (and outside counsel, as appropriate) concerning the interpretation and application of laws applicable to the Commission; participate in office and agency strategic

planning, and provide quality and quantity review and management of attorney work, work of the Docket Unit, and work of the Secretariat. (E)

- 25% Work with broad discretion and independence, on the most difficult and complex legal problems that require mastery of substantial technical and scientific matters; handle alone or in a supervisory capacity administrative hearings and litigation involving persuasive presentation of evidence, cross-examination of witnesses, and development of strategy and tactics involving economics, mathematics, statistics, physical sciences, biological sciences, and related fields. (E)
- 15% Perform legal research and provide advice and opinions regarding significant legal questions from the Commission and staff, including questions about Commission powers, duties, and procedures orally and in writing and advise the Commission during business meetings. (E)
- 10% Draft/oversee the drafting of all manner of legal documents including but not limited to memoranda, decisions, correspondence, proposed statutes, regulations, resolutions, orders, and decisions and review the same for legal accuracy, consistency, and compliance with applicable laws and public policy. Advise on and enforce compliance with Commission decisions, orders, regulations, etc. (E)
- 5% Answer inquiries from, advise, and confer with interested persons, stakeholders and agencies on matters relating to the Commission's functions. This may include providing legal and policy analyses to members of the Legislature, the Secretary of the Natural Resources Agency, other State Departments, and other members of the public with an interest in the Energy Commission's responsibilities and programs. Occasionally, the Chief Counsel is called upon to provide the legal opinions directly to the Governor. (E)
- 5% Represent the Commission on legal matters before other state agencies, and when authorized by the Attorney General, represent the Commission in litigation. (E)

Marginal Duties

- 5% Perform other duties as may be required. (M)

Knowledge, Skills, and Abilities

Knowledge of; the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.



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Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I can perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____