



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Attorney IV

Position Number: 535-140-5780-005

Division/Office: Chief Counsel's Office

Collective Bargaining Identifier (CBID): R02

Work Week Group (WWG): SE

Effective Date: July 12, 2021

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 general direction of an Assistant Chief Counsel or the Chief Counsel, the incumbent independently performs the more complex and sensitive legal work in the office. The incumbent may act in a lead capacity over the work of other attorneys and staff, but does not supervise lower level attorney staff.

Essential Duties

- 40% Conducts more sensitive and complex administrative hearings, including power plant licensing cases and enforcement and investigative actions, drafts orders, rulings, and Commission decisions, and advises the Commission on compliance with administrative and environmental laws, including the California Administrative Procedure Act, California Environmental Quality Act, Clean Air Act, Clean Water Act, and other federal, state, and local laws that affect power plant licensing.
- 20% Ensures Commission activities comply with the Bagley-Keene Open Meeting Act, the Political Reform Act, and other conflicts of interest, ethics, and government transparency laws.
- 20% Advises the Commission in more difficult litigation in state and federal courts and in complex state and federal administrative proceedings by developing strategy, drafting and filing pleadings, briefs, and other documents, and making oral arguments or statements.

10% Advises the Commission in more complex and sensitive energy policymaking proceedings and activities, including reviewing draft reports, orders, and decisions, attending meetings, and advising the Commission on compliance with applicable laws.

5% Analyzes and drafts legislation, and drafts regulations and supporting analyses in compliance with the Administrative Procedure Act.

Marginal Duties

5% Performs other duties as required, consistent with the specifications of the classification.

Working Conditions

This position is Remote-Centric or Office-Centric. The position will be designated as Remote-Centric if the employee works on average three or more days per week from an alternate, non-State owned or operated work location, or Office-Centric if the employee works on average three days per week or more from the office.

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

Employee’s Acknowledgement: I certify that I am able to 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:** _____