STATE OF CALIFORNIA
DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification: Attorney
Position Number: 535-140-5778-xxx
Division/Office: Transactions Unit – Chief Counsel’s Office
Collective Bargaining Identifier (CBID): R02
Work Week Group (WWG): SE
Effective Date: April 15, 2022
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
This is a recruitment and developmental classification for persons qualified to practice law in the State of California. Attorneys assigned to Range A perform the least difficult professional legal work of their department. Based upon the appropriate Alternate Range Criteria, attorneys advance to Ranges B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Attorneys assigned to Range D independently perform professional legal work of average difficulty.

Under the supervision of the Assistant Chief Counsel or the Chief Counsel, depending on the assignment, the Attorney performs legal work within the subject matter area of their assigned unit and at the level of expertise which the attorney brings to the assignment.

Essential Duties
45% Under the supervision of the Assistant Chief Counsel, advises staff on California Energy Commission (Commission) transactions. Duties include working in groups on the following tasks: (1) reviewing and drafting legislation for new Commission programs; (2) reviewing, drafting, and helping to adopt new program designs, including regulations; (3) reviewing and drafting solicitations and resulting agreements, which can include reviewing or creating terms and conditions and documents related to compliance with the California Environmental Quality Act and other laws.
40% Assists program personnel, the Contracts Grants and Loans Office, the Audit Committee, the Executive Office, lead commissioners, and the Commission to address legal questions, including, but not limited to, audit findings that arise under programs and agreements; works with the Attorney General’s Office on litigation over transactional agreements; and represents the Commission in administrative hearings and proceedings, such as before the California Public Utilities Commission and the Department of General Services.

10% Assists the Chief Counsel’s Office cross-unit teams that support the legal needs of the Energy Commission, which includes, but is not limited to, compliance with the Bagley-Keene Open Meeting Act, the Political Reform Act, the Public Records Act, data acquisition and confidentiality requests, and the Commission’s Tribal Program.

Marginal Duties

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

Knowledge, Skills, and Abilities

There are distinct increases in the complexity of knowledge and abilities, and the scope of work and effect on programs and services provided and performed as incumbents proceed through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Occasional travel may be required based on the needs of the office. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful
performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

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: ____________