



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 2/2022)

Classification: Attorney I

Position Number: 535-140-5778-XXX

Division/Office: Chief Counsel's Office – Hearing & Advisory Unit

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, an Attorney I 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

30% Under the supervision of the Assistant Chief Counsel, assists an appointed committee of Commissioners or presiding member to conduct formal administrative proceedings, including power plant licensing proceedings, complaints and investigation proceedings, and enforcement proceedings. Duties include drafting legal memoranda on key issues and decision point; advising on compliance with the Administrative Procedure Act's fair hearing process; advising on compliance with the California Environmental Quality Act (CEQA), Warren-Alquist Act and other energy and environmental laws; briefing Commissioners and

their advisors; and drafting orders, decisions, resolutions, and notices to support the proceedings.

- 30% Advises the Commission on compliance with the Bagley-Keene Open Meeting Act, the Political Reform Act, and other conflict-of-interest, ethics, and government transparency laws.
- 30% Assists in advising the Commission on energy policymaking proceedings and activities, including providing an initial review of draft reports, orders, and decisions, attending meetings, and preparing legal memoranda and advice on compliance with applicable laws. Specific policymaking areas include clean transportation program policies, integrated energy policy reports, California Public Utilities Commission proceedings, and related energy assessment matters.
- 5% Assists in preparing draft legislative analysis and regulations and supporting documentation that complies with the Administrative Procedure Act.

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). The employee shall adhere to the rotational office work schedule and required office work as set forth in the employee's Telework Agreement and the Chief Counsel's Office Telework Implementation Plan. Employees shall work during core business hours unless an alternative schedule is approved by the employee's supervisor.

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:** _____