



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

**Classification(s):** Attorney I

**Working Title:** Attorney

**Position Number:** 535-140-5778-033/049

**Division/Branch or Office:** Small Offices – Chief Counsel's Office, Advocacy & Compliance Unit

**Collective Bargaining Identifier (CBID):** R02

**Work Week Group (WWG):** SE

**Date Approved:** 8/11/2025

**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 an entry level 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 independently perform professional legal work.

Under the supervision of the Assistant Chief Counsel or the Chief Counsel, the Attorney I will be responsible for providing a broad spectrum of legal advice on diverse legal issues in areas such as energy, environmental, and administrative law.

### **Essential Duties**

- 40% Provide legal support for the environmental review, certification, and ongoing compliance and enforcement of new and existing energy facilities. This includes thermal powerplants, solar photovoltaic systems, onshore wind projects, geothermal facilities, and battery storage systems. Duties cover: (1) providing legal advice to staff on legal issues, including compliance with the California Environmental Quality Act and consistency with applicable laws, ordinances, regulations, and standards; (2) drafting and reviewing environmental documents; (3) preparing legal documents, including, but not limited to, motions, post-hearing briefs, and comments on proposed decisions; and (4) representing Energy Commission staff in power plant license certification proceedings.
- 25% Advise staff in investigations, compliance, and enforcement matters related to power plants under the Commission's jurisdiction and appliance energy efficiency requirements under Title 20 of the California Code of Regulations. Duties include: (1) developing legal strategy for

compliance with and enforcement of applicable laws and regulations; and (2) drafting and reviewing investigation reports, notices of violations, complaints, briefs; and (3) drafting, negotiating, and reviewing settlements agreements.

20% Advise the Commission on data management matters, rulemaking, and legislative proposals. Duties include: (1) assisting with Public Records Act requests, applications for confidential designation, interagency agreements, and non-disclosure agreements; (2) preparing rulemaking documents in compliance with the requirements of the California Administrative Procedure Act; and (3) reviewing and drafting legislation.

10% Advise the Commission on other legal matters related to administrative law and practice. Prepare legal memorandums on a variety of issues at the request of the Chief Counsel or Assistant Chief Counsel. Review documents for accuracy, grammar and completeness including correspondence, notices, legal memorandums, and briefs.

### **Marginal Duties**

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

### **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 and organizations, maintain the confidence and respect of others, and work effectively under pressure.

### **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.



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**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 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:** \_\_\_\_\_