

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION ALJ/Proceedings Support/ STAR Unit		CLASS TITLE Legal Secretary
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento , Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-1282-XXX
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: The Legal Secretary in the Support to ALJ Request (STAR) unit typing pool, under the direction of the Legal Support Supervisor I, performs difficult legal secretarial duties for 45 Administrative Law Judges (ALJ) within the ALJ Division. The incumbent effectively and efficiently carries out assigned tasks of typing, formatting, e-filing, web publishing and service of legal ALJ proceeding documents with contentious issues and large service lists in accordance with CPUC Rules of Practice and Procedure, and Public Utility Code with minimum instruction.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Legal Document Preparation and Distribution</u> – conducts thorough review and processing of incoming ALJ and Commission legal documents that includes but are not limited to rulings, scoping memorandum, Executive Director's Orders, proposed decisions (PD), revisions, final decisions (FD), alternate decision, presiding officer's decision (POD), Modified POD, decision different, draft resolutions, and final resolutions. Incumbent will be mostly assigned to complex formal proceedings that requires more attention and expertise with contentious issues usually with 30-day comment period, considerable number of pages with attachments (50 or more pages):</p> <ul style="list-style-type: none"> • Uses various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to, word processing, document assembly, case management, electronic filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, and electronically transmit and/or file legal documents for contentious and large proceedings with 30-day comment period • Ensures statutory deadlines are met for public notice and comment adhering to all applicable legal requirements by daily tracking of status on the signature sheet (blue) of assigned proceeding documents during the ALJ management and Assigned Commissioner's Office (ACO) review and approval routing • Independently works with Assigned ALJ to incorporate edits proposed by the appropriate industry division staff, ALJ management and ACO • Type, format and attach appropriate cover letters depending on assigned proceeding category with the Chief ALJ's signature to ensure complete service and publication • Timely submit a complete and approved proposed agenda item package to ALJ Front Desk and Agenda clerk for numbering and inclusion on the final agenda for scheduled Commission Voting Meetings • Monitor requests for holds on assigned ALJ agenda items and adjust dates • Monitor proceedings with 30-day comment period and insert appropriate legal language when no comments are received • Process red-lined version and clean version of ALJ revisions, distribute internal electronic copy, and serve to parties electronically prior to Commission Voting Meeting • Conforms and serves decisions rendered by the Commission – incorporates any additional changes made at the Commission Meeting including alternate pages, if appropriate; inserts decision numbers issued by Process Office; completes signature page noting Commissioners signing the order, absences, abstentions, recusals, concurrences and/or dissents; and inserts date signed and date mailed. 	

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35%	<u>Electronic Processing, Filing and Web Publishing of ALJ Proceedings Work Products</u> <ul style="list-style-type: none"> Ensure conversion of ALJ proceedings work products for PDF/A compliance using Adobe Acrobat, and compounded as needed for E-filing for, submission for Docket review and approval, and electronic courtesy copies are served to parties/service list based on statutory deadlines per Rules of Practice and Procedure Process E-mail Rulings by ALJs, and e-file with Docket Establish and Maintain electronic files, folders and versions on Content Server (CS)/ shared drive as required for web publication on CPUC's website
25%	<ul style="list-style-type: none"> Drop electronic copies of ALJ proceedings documents on ALJ Front Desk/Agenda CS folder once included on the Commission Voting Meeting Agenda Ensures timely and proper distribution of copies of all relevant agenda items and revisions required for Commission Voting Meetings for the in-person or virtual Escutia table Daily status update of STAR Tracker Excel Sheet report on One Drive for assigned documents to ensure proper assignment load distribution within the unit and timely approval of assigned ALJ docs
5%	<u>Additional Legal Support and Back-up Duties</u> <ul style="list-style-type: none"> Research complex proceedings on the Case Information System (CIS) and create Ad Hoc reports for ALJ management Generate STAR reports and statistics through Oracle database and OneDrive tracker for admin and budgetary purposes Act as primary resource regarding inquiries for STAR legal procedures from ACO and internal CPUC divisions Act as lead and conduct training for new LS or SLTs within the unit, and new ALJs for the JumpStart program Act as lead for updates of STAR templates and forms on Content Server and SharePoint Prepare proceedings-related additional correspondences under general direction from the ALJ <u>MARGINAL FUNCTIONS:</u> <ul style="list-style-type: none"> Other job-related duties as assigned. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> <p>Knowledge of: Technical legal terms and various legal forms and documents and their processing; modern office methods, supplies, and equipment; business English and correspondence.</p> <p>Ability to: Type at a speed of 45 words per minute; read and write English at a level required for successful job performance; establish and maintain effective working relationships; prepare correspondence independently; perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations; transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine; communicate effectively; follow directions; analyze situations accurately and take effective action.</p> <p>All of the above, and an understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law; proper format of State and Federal citations; use of legal resources from traditional library references and software applications.</p> <p>Ability to: All of the above, and type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings; independently perform complex clerical and legal secretarial work; coordinate and schedule legal services; screen mail, visitors, and telephone calls and take appropriate action; interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met; compose correspondence; give information and provide assistance using good judgment and discretion; maintain case and administrative files and records; may act in a lead capacity over clerical staff including legal typists.</p> <p>Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.</p> <u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u> <ul style="list-style-type: none"> Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. Occasional travel that may include overnight, evenings, weekends or several days at a time.

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge		EFFECTIVE DATE
BRANCH/SECTION ALJ/Proceedings Support/ STAR Unit		CLASS TITLE Senior Legal Typist
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sacramento , Los Angeles
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-3224-XXX

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:
The Senior Legal Typist in the Support to ALJ Requests (STAR) unit typing pool, under general supervision of Legal Support Supervisor I, performs the less complex legal secretarial duties for 45 Administrative Law Judges (ALJ) within the ALJ Division. The incumbent effectively and efficiently carries out assigned tasks of typing, formatting, e-filing, web publishing and service of legal ALJ proceedings documents of average difficulty and smaller service lists in accordance with CPUC Rules of Practice and Procedure, and Public Utility Code with instruction.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Legal Document Preparation and Distribution</u> –responsible for thorough review and processing of incoming ALJ and Commission legal documents that includes but are not limited to rulings, scoping memorandum, Executive Director's Orders, proposed decisions (PD), revisions, final decisions (FD), alternate decision, presiding officer's decision (POD), Modified POD, decision different, draft resolutions, and final resolutions. Incumbent will be mostly assigned to regular formal proceedings in the Adjudicatory, Rate setting, and Quasi-legislative categories with issues that may not have a 30-day comment period, reduced number of pages with minimal attachments (50 or less pages):</p> <ul style="list-style-type: none"> • Uses various department-supported desktop technology, telecommunication devices and supported computer software including, but not limited to, word processing, document assembly, case management, electronic filing and other standard business software programs to proficiently type, format, edit, store, retrieve, print, process, and electronically transmit and/or file legal documents for smaller scale proceedings which may or may not have waived 30-day period • Ensures statutory deadlines are met for public notice and comment adhering to all applicable legal requirements by daily tracking of status on the signature sheet (blue) of assigned proceeding documents during the ALJ management and Assigned Commissioner's Office (ACO) review and approval routing • Consults with Assigned ALJ to incorporate edits proposed by the appropriate industry division staff, ALJ management and ACO • Type, format and attach appropriate cover letters depending on assigned proceeding category with the Chief ALJ's signature to ensure complete service and publication • Timely submit a complete and approved proposed agenda item package to ALJ Front Desk and Agenda clerk for numbering and inclusion on the final agenda for scheduled Commission Voting Meetings • Monitor requests for holds on assigned ALJ agenda items and adjust dates • Monitor proceedings with 30-day comment period and insert appropriate legal language when no comments are received • Process red-lined version and clean version of ALJ revisions, distribute internal electronic copy, and serve to parties electronically prior to Commission Voting Meeting • Conforms and serves decisions rendered by the Commission – incorporates any additional changes made at the Commission Meeting including alternate pages, if appropriate; inserts decision numbers issued by Process Office; completes signature page noting Commissioners signing the order, absences, abstentions, recusals, concurrences and/or dissents; and inserts date signed and date mailed <p><u>Electronic Processing, Filing and Web Publishing of ALJ Proceedings Work Products</u></p>
35%	<ul style="list-style-type: none"> • Ensure conversion of ALJ proceedings work products for PDF/A compliance using Adobe Acrobat, and compounded as needed for E-filing for, submission for Docket review and approval, and electronic courtesy copies are served to parties/service list based on statutory deadlines per Rules of Practice and Procedure

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<p>25%</p> <p>5%</p>	<ul style="list-style-type: none"> • Process E-mail Rulings by ALJs, and e-file with Docket • Establish and Maintain electronic files, folders and versions on Content Server (CS)/ shared drive as required for web publication on CPUC's website • Drop electronic copies of ALJ proceedings documents on ALJ Front Desk/Agenda CS folder once included on the Commission Voting Meeting Agenda • Ensures timely and proper distribution of copies of all relevant agenda items and revisions required for Commission Voting Meetings for the in-person or virtual Escutia table • Daily status update of STAR Tracker Excel Sheet report on One Drive for assigned documents to ensure proper assignment load distribution within the unit and timely approval of assigned ALJ docs <p><u>Additional Legal Support and Back-up Duties</u></p> <ul style="list-style-type: none"> • Research proceedings of average difficulty on the Case Information System (CIS) and create Ad Hoc reports for ALJ management • Consult with team lead regarding inquiries for STAR legal procedures from ACO and internal CPUC divisions • Participate in training for new LS or SLTs within the unit, and new ALJs for the JumpStart program • Prepare proceedings-related additional correspondences under general direction from the ALJ <p><u>MARGINAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> • Other job-related duties as assigned <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Technical legal terms and various legal forms and documents and their processing; modern office methods, supplies, and equipment; business English and correspondence</p> <p>Ability to: Type at a speed of 45 words per minute; read and write English at a level required for successful job performance; establish and maintain effective working relationships; prepare correspondence independently; perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations; transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine; communicate effectively; follow directions; analyze situations accurately and take effective action.</p> <p><u>WORK ENVIRONMENT. PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel that may include overnight, evenings, weekends or several days at a time.
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