

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Legal	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Legal	<b>CLASS TITLE</b> Assistant Chief Public Utilities Counsel
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> San Francisco, Sacramento, Los Angeles
<b>INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-301-5810-002
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.	
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b> Under direction of the General Counsel or Deputy General Counsel, the Assistant Chief Public Utilities Counsel represents the Commission consistent with Rule of Professional Conduct 3-600 [Organization as Client] and California Government Code Section 19572 and performs accordingly. Assists in planning, organizing, supporting, and directing all phases of the legal work of the Public Utilities Commission.	
% 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>

	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>40% Plans, organizes, directs, and supervises the work of staff who provide specialized legal services in the areas of the Political Reform Act and conflict-of-interest and ethics laws; Public Records Act; government contracts and agreements; and employment and labor law; all to the standards established by the General Counsel. Leads and/or supervises civil or appellate court or State Personnel Board litigation brought under these laws. Supervision includes monitoring and evaluating employee performance to provide consistent feedback, recommending and providing appropriate training and ensuring probation and performance reports are submitted timely in accordance with applicable rules. As needed, implements progressive discipline action in coordination with Human Resources.</p> <p>30% Confers with and advises the Commission, individual Commissioners, advisory/advocacy divisions and staff members on the laws identified above. May act as the Commission's Ethics Officer pursuant to Public Utilities Code section 307.2.</p> <p>25% Participates in Commission-wide and Legal Division-wide management initiatives, including but not limited to strategic planning, process improvement, recruitment and hiring, and training. Supports the General Counsel in the effective and efficient administration of Legal Division and of the Commission. the hiring process to include review of hiring documentation, creation of duty statements, interviewing and onboarding of new staff to address vacancies and in accordance with all applicable processes, rules and regulations.</p> <p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>5% Other job-related duties as required.</p>
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**KNOWLEDGE AND ABILITIES** [From Class Specs]

**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; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; 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 and memoranda 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; independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Possess the mobility to work in a standard office setting and use standard office equipment, including a computer
- Occasionally bend, stoop, kneel, reach, push and pull drawers to open and close to retrieve and file information
- Possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds
- Occasional travel may be required, including evenings, weekends, overnight or several days at a time.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

Christine Hammond

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