

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

.DIVISION Legal		EFFECTIVE DATE
BRANCH/SECTION Legal		CLASS TITLE Attorney, Assistant Chief Counsel
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) 680-301-5871-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: Under administrative direction, of the General Counsel, Public Utilities Commission, 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 (in its entirety) and performs accordingly. Assists in planning, organizing, and directing all phases of the legal work of the Public Utilities Commission and will act for the General Counsel, Public Utilities Commission, in their absence.		
% 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. (Use additional sheet if necessary)	
35%	<u>ESSENTIAL FUNCTIONS:</u> Plans, organizes, and directs the work of Advocacy staff who provide specialized legal services in complex and sensitive litigation, including but not limited to, reviewing the work product (formal pleadings, legal memoranda, correspondence, and settlement agreements) of staff and overseeing the conduct of litigation and intervention in administrative proceedings/proceedings in Federal and State courts and before Federal regulatory agencies and commissions	
25%	Confers with and advises advocacy sections and staff members on the application of regulatory statutes to Commission policies, powers, duties, precedents, and procedures. Recommends overall strategy for advocacy work. Coordinates the work of the Legal Division to ensure consistent application of regulatory statutes.	
25%	Participates in 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. Monitors and evaluates employee performance to provide consistent feedback, recommend and provide appropriate training, and ensure probation and performance reports are submitted timely in accordance with applicable rules. As needed, implements progressive discipline action in coordination with Human Resources.	
10%	Responsible for administrative details of the Legal Division operation to include directing preparation of the divisional budget requests and the execution of the approved budget in accordance with applicable State budget processes, rules and regulations. Prepares budget change proposals (BCP) at the direction of the General Counsel	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Acts for the General Counsel, Public Utilities Commission, in their absence and other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></p> <p>There are distinct increases in the complexity of knowledge and abilities, the scope of work and effect on programs and services provided and performed as incumbents advance through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.</p> <p>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. Responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Principles of public administration, personnel management and supervision.</p> <p>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.</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. • 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 to include evenings, weekends, overnight or several days at a time. 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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

STATE OF CALIFORNIA

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