

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Legal		EFFECTIVE DATE
BRANCH/SECTION Legal		CLASS TITLE Attorney IV
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) 680-301-5780-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: Attorney IV, under the general direction of an Assistant General Counsel in the Advisory section, 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. Attorney IVs are the more experienced attorneys who are experts in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the more complex and sensitive 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>	
40%	ESSENTIAL FUNCTIONS: Independently perform research and analysis on complex and highly technical issues related to public utilities regulation, including matters of first impression and some high-profile matters. Prepare legal briefs and memoranda on behalf of the Commission. Serve as lead attorney in litigation in State and Federal Courts and Federal regulatory agencies which involve high degree of importance and complexity.	
40%	Serve as point of contact in area of specialization, including working with specialized counsel, and leading subject matter teams. Advise and assist Commissioners, Administrative Law Judges and staff members on complex matters regarding application of regulations to Commission powers, duties, and procedures.	
10%	Provide support and assistance to attorneys working in a specialized area and coordinate the work to ensure that consistency is maintained throughout the process, including in briefs, decision making, defending decisions on appeal, and analyzing and drafting proposed legislation.	
5%	Handles other legal matters as necessary to support Legal Division, including serving as the principal liaison between Legal Division and other divisions, the Commission and sister agencies (e.g., Department of Water Resources or the California Energy Commission), local governments and tribal communities, and mentoring less senior attorneys.	

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5%	<p><u>MARGINAL FUNCTIONS:</u> Travel as needed; other duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></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.</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>A greater degree of these "Knowledge and Abilities" is required at each higher level.</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
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	
<p>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.</p>	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE
DATE	