



## Duty Statement

<b>DIRECTORATE/DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Legal	Attorney IV	681-700-5780-001
<b>BRANCH (if applicable)</b>	<b>WORKING TITLE</b>	<b>CBID</b>
	Attorney	R02
<b>SECTION/UNIT (if applicable)</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
	Sacramento	Vacant
<b>IMMEDIATE SUPERVISOR</b>		
Assistant Chief Counsel		
<b>MISSION STATEMENT</b>		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
<b>POSITION DESCRIPTION</b>		
Under general direction of the Chief Counsel, is among the 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 Office of Energy Infrastructure Safety (Energy Safety).		
<b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	The Attorney IV represents Energy Safety and is responsible for overseeing and enforcing utility infrastructure safety. The department develops policies and procedures to enforce utility infrastructure safety to decrease both wildfire risk and excavation risk.	
<b>40%</b>	Independently performs 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 Energy Safety or the advocacy and enforcement divisions. Serve as lead attorney in litigation before the State and Federal Courts and Federal regulatory agencies which involve high degree of importance and complexity. Serve as point of contact in area of specialization, including working with specialized counsel, and leading subject matter teams. Attorney IV will advise and assist Underground Safety Board (USB) Members, and staff members on complex matters regarding application of regulations to Energy Safety's powers, duties, and procedures.	
<b>10%</b>	Attorney IV will advise and assist advocacy or enforcement division management in development of litigation strategies in their areas of specialization and serve as the lead attorney in proceedings involving highly technical and complex matters. Provide support and assistance to attorneys working in a specialized area and coordinate the work to ensure that consistency is maintained throughout the process from staff testimony to briefs, to decision making, to defending decisions on appeal, and to analyze and draft proposed legislation.	
<b>5%</b>	Handles other legal matters as necessary to support Legal Division, including serving as the principal liaison between Legal Division and other divisions, the USB and sister agencies (e.g., California State Licensing Board), local governments and tribal communities, and mentoring junior attorneys.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development	



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	trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
<b>TYPICAL WORKING CONDITIONS</b>	
Work Schedule: Monday through Friday, 40 hours per week.	
<b>TRAVEL REQUIREMENTS:</b>	
This position requires some travel to quarterly USB meetings held at various locations within the State of California.	
<b>DRIVING REQUIREMENTS:</b> YES, Possession of valid driver's license is required for this position.	
If driving is required, it will be performed up to: 25% of the time.	
<b>TELEWORK DESIGNATION:</b>	
Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible-office centered.	
<b>CONFLICT OF INTEREST:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
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.	
<b>SPECIAL REQUIREMENTS:</b>	
<b>KNOWLEDGE AND ABILITIES</b>	
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.	
<b>Knowledge of:</b> 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.	
<b>Ability to:</b> 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, organizations and maintain the confidence and respect of others; and work effectively under pressure.	
<b>PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office</b>	
Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.	
<b>ESSENTIAL PHYSICAL CHARACTERISTICS</b>	
Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.	
<b>Activity</b>	<b>Frequency</b>
	<b>Distance/Height</b>



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Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Never	
Kneeling	Never	
Climbing	Never	
Squatting	Never	
Bending (neck)	Never	
Bending (waist)	Never	
Twisting (neck)	Occasionally (Up to 3 Hours)	
Twisting (waist)	Never	
Reaching (above shoulder)	Never	
Reaching (below shoulder)	Never	
Pushing & Pulling	Never	
Fine Manipulation	Occasionally (Up to 3 Hours)	
Power Grasping	Never	
Simple Grasping	Occasionally (Up to 3 Hours)	
Repetitive use of hand(s)	Constantly (Over 6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Never	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

**The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.**



## Duty Statement

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE