

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge	EFFECTIVE DATE
BRANCH/SECTION	CLASS TITLE CEA C - Chief Administrative Law Judge, Public Utilities Commission
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-7500-001
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 Chief Administrative Law Judge (ALJ) of the California Public Utilities Commission (CPUC), under the general direction of the President, reports to and serves at the pleasure of the Commissioners. The Chief ALJ is responsible for all managerial and supervisory functions of the ALJ Division and shall plan, organize, direct staffing efforts, and control the work of the ALJ Division to ensure that policies, functions, and objectives of the CPUC are met. Under the leadership, management and direction of the Chief ALJ, the Division is responsible for processing all formal proceedings that come before the California Public Utilities Commission. The ALJ Division includes: eight Assistant Chief Administrative Law Judges; approximately 62 ALJs; the Hearing Reporter Branch, led by a Chief Hearing Reporter; and four support units, each led by an Supervisor I or Supervisor II: Agenda, Intervenor Compensation and Budgets, Proceedings Support, and Records Management.	

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<p>65%</p>	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Manages and directs a diverse professional and technical staff through subordinate managers and supervisors; ensures Administrative Law Judges timely resolve proceedings consistent with the law and due process procedures; ensures Assistant Chief Administrative Law Judges are fulfilling supervisory expectations; ensures Administrative Law Judges are meeting calendar and quality goals; evaluates and readjusts, as necessary, the workload of cases assigned to the Administrative Law Judge staff and to members of the support staff; and recommends assignments or reassignments of cases.</p> <p>ensures all Division staff work collaboratively with Commissioner offices and subject matter experts; develops new policies and procedures within the Division to ensure effective implementation of CPUC programs; administers existing policies and procedures guiding the operation of the Division; manages the Division's budget; presents findings and proposed decisions for discussion and adoption by the Commission; evaluates staffing needs; ensures division workforce is appropriately trained.</p>
<p>15%</p>	<p>Oversees and directs the Administrative Law Judges in the conduct of hearings; reviews findings and proposed decisions to ensure conformity with due process of law and with the policies of the Commission.</p> <p>Ensures the Intervenor Compensation program is processing claims in a timely manner and develops and implements a plan for the prompt resolution of intervenor compensation claims.</p>
<p>15%</p>	<p>Works collaboratively with Commissioner offices and subject matter experts in the Commission to resolve proceedings consistent with the law and statutory timetables;; helps resolve disagreements among legal, policy and judicial teams; and works cooperatively with Commissioners, Executive Director, and General Counsel on Commission-wide planning, accountability, communications, ethics, information technology and case management systems, and initiatives to effectively implement and track Commission goals.</p>
<p>5%</p>	<p>In addition, may serve as an Administrative Law Judge and perform all responsibilities of an Administrative Law Judge, which include: analyze and evaluate facts and laws and exercise independent judgement to prepare a procedural plan to bring each assigned case to closure; schedule and conduct prehearing conferences and draft Scoping Memo and Ruling laying out the issues and schedule of the proceeding; review pleadings in order to develop case procedural plan, establish schedules for witnesses and issues for the evidentiary hearings when such hearings are needed, preside over public hearings, resolve discovery disputes, swear witnesses, rule on evidentiary objections and motions, and rule on motions to quash in accordance with established standards, establish briefing schedule, analyze and evaluate facts and laws, and exercise independent judgement to prepare a proposed decision on the issues in the proceeding; and, analyze and evaluate the record developed and exercise independent judgement to prepare a proposed decision on the issues in the proceeding.</p>

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KNOWLEDGE AND ABILITIES

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

CEA C - Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

The Chief Judge must possess the mobility to work in a standard office setting and use standard office equipment, including a computer and phone (70 percent of time), and the ability to read written materials on paper and on a computer screen (40 percent of time). The Chief Judge occasionally bends, stoops, kneels, reaches, pushes and pulls drawers to open and close to retrieve and file information (20 percent of time). The Chief Judge must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds (10 percent of time). The Chief Judge must possess the mental acuity and ability to meet deadlines, to bring matters to closure, to act decisively, and to work with judicial temperament and professional composure in an environment characterized by adversarial interaction and political scrutiny. [Note: Percentages do not add up to 100 percent because reading also involves computer use.]

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- Travel is required, mostly within California, and may require overnight stay.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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