



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 4/2024)

**Classification(s):** Attorney III

**Working Title:** Senior Transactions Attorney

**Position Number:** 535-140-5795-049

**Division/Branch or Office:** Chief Counsel's Office – Transactions Unit

**Collective Bargaining Identifier (CBID):** R02

**Work Week Group (WWG):** SE

**Date Approved:** June 10, 2026

**Conflict of Interest (COI):**  Yes  No

If yes, 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.

### **Job Description**

This classification is distinguished from the lower-level Attorney classification by the level of difficulty of assignments given to attorneys and the expertise which the attorney brings to these assignments. Attorney IIIs work with broad discretion and independence with minimum supervision and are expected to be experts in the more complex area of the law within a departmental legal program. An Attorney III does not supervise lower-level attorney staff, but may act in a lead capacity.

Under the general direction of the Assistant Chief Counsel, the Attorney III in the Chief Counsel's Office of the California Energy Commission (Commission) serves as an experienced attorney performing complex and sensitive legal work with broad discretion and minimal supervision.

### **Essential Duties**

30% Advises staff on more complex California Energy Commission (Commission) transactions. Duties include working in groups or independently on the following tasks: (1) reviewing and drafting legislation for new Commission programs; (2) reviewing, drafting, and helping to adopt

new program designs, including regulations; (3) reviewing and drafting solicitations and resulting agreements, which can include reviewing or creating terms and conditions and documents related to compliance with the California Environmental Quality Act and other laws.

- 30% Assists program personnel, the Contracts Grants and Loans Office, the Audit Committee, the Executive Office, lead commissioners, and the Commission to address more complex legal questions, including, but not limited to, audit findings that arise under programs and agreements; works with the Attorney General's Office on litigation over transactional agreements; and represents the Commission in administrative hearings and proceedings, such as before the California Public Utilities Commission and the Department of General Services.
- 20% Support federally funded programs through (1) reviewing, drafting, and helping to adopt new program designs, including regulations; and (2) reviewing and drafting solicitations and resulting agreements, which can include reviewing or creating terms and conditions and documents related to compliance with applicable laws.
- 15% Independently assists the Chief Counsel's Office cross-unit teams that support the legal needs of the Energy Commission, which includes, but is not limited to, compliance with the Bagley-Keene Open Meeting, the Political Reform Act, the Public Records Act, and data acquisition and confidentiality requests, and the Commission's Tribal Program.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

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.

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



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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.

### **Working Conditions**

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

## Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Christine Evola \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_