



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal Division	Attorney IV	681-700-5780-003
BRANCH (if applicable)	WORKING TITLE	CBID
Legal	Attorney	R02
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
700	Sacramento	Vacant
IMMEDIATE SUPERVISOR		
Assistant Chief Counsel		
MISSION STATEMENT		
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.		
POSITION DESCRIPTION		
Under the general direction of the Assistant Chief Counsel and the General Counsel, at the advanced journey level, the Attorney IV will independently perform work involving novel theories, emerging areas of law, legal specialization, and precedential significance in support of the Department's Electrical Infrastructure Directorate. Incumbents may be assigned sensitive and difficult litigation and handle cases that may be appealed to the highest courts. Assignments typically consist of negotiations, legislative liaison, hearings, legal research, and opinion/brief drafting; rendering legal advice and opinions to departmental management; responding to challenging legal correspondence; developing strategy and tactics in complex disputes or litigation; and may include acting in a lead capacity over other attorneys and staff.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Prepare and render the more complex legal opinions and recommendations to assist Energy Safety in fulfilling its mission. Handle a high volume of work with minimal supervision. Serve as a key legal adviser on wildfire mitigation provisions in the Public Utilities Code and the California Energy Infrastructure Safety Act. Identify potential legal problems and propose solutions; provide interpretations and analyses of laws, policies, regulations, and court rulings affecting the programs, duties, functions, and responsibilities of the Department; and review and advise on Department decisions and letters related to wildfire mitigation. Consult with and advise the Director, Deputy Director of the Electrical Infrastructure Directorate, the General Counsel, management, and members of the Wildfire Safety Advisory Board on the issues most important to the Department. Represent the Department at board meetings, and meetings held by other regulators, external stakeholders, the Legislature, the Office of the Attorney General and the Governor's Office.	
30%	Provide informal and formal legal advice on all additional matters related to the Energy Safety's operations, including, but not limited to, the Bagley-Keene Open Meeting Law, the Public Records Act, and applicable conflicts of interests, personnel, and procurement laws and regulations, on a time-sensitive basis. Research and analyze the more complex and/or sensitive legislation relevant to the Department and Department legislative proposals for legal impact. Coordinating and overseeing the legal analysis of legislative bills	



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	assigned to the Legal Division. Propose or provide legislative concepts and draft statutory language to improve existing laws. Analyze sister state and federal legislation as requested by the Executive staff.
25%	Draft, review, edit and/or approve proposed regulations and guidelines promulgated by the Department. Ensure compliance with the Administrative Practices Act when applicable. Consult with broad array of stakeholders, including consumer and business organizations and representatives, and other state, local, and national agencies to formulate new regulations and guidelines. Analyze current legal developments, advances in technology, and industry and consumer practices for purposes of advising the executive leadership on possible regulations and guidelines.
10%	Serve as a lead over attorneys and support staff in the Legal Division. Provide formal and informal training to staff within the Legal and other Divisions.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	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 trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
TYPICAL WORKING CONDITIONS	
Work Schedule: Monday through Friday, 40 hours per week.	
TRAVEL REQUIREMENTS:	
This position does not require travel.	
DRIVING REQUIREMENTS: Choose an item.	
If driving is required, it will be performed up to: Choose an item.	
TELEWORK DESIGNATION:	
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.	
CONFLICT OF INTEREST: ☒ 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.	
SPECIAL REQUIREMENTS:	
KNOWLEDGE 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; 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.	
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	



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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.

PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office

Definitions:

- **Office Based:** 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.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
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)	



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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.

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