

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Legal		EFFECTIVE DATE
BRANCH/SECTION Legal		CLASS TITLE Attorney
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) 680-301-5778-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: Under the direction of an Assistant General Counsel, the attorney will perform a broad range of legal work, including performing legal analysis and research, advising Commission decisionmakers, drafting and filing legal memoranda and briefs, and appearing on behalf of the Commission and its divisions in proceeding before the Commission, state or federal courts, or federal agencies. Based upon the appropriate Alternate Range Criteria, attorneys advance to Ranges B, C, and D and are assigned progressively more difficult professional legal work as their competence increases.		
% 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>	
	<u>ESSENTIAL FUNCTIONS:</u> The Attorney 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. An Attorney will be assigned to serve as lead counsel of less complex and controversial matters and co-assigned with a more senior attorney on the more highly technical and complex matters.	
30%	Represents and advises Commission divisions in ratemaking, quasi-legislative and adjudicatory proceedings before the Commission. Advises Commissioners and staff members on less complex matters regarding application of regulatory statutes to Commission powers, duties, and procedures.	
30%	Directs and assists Commission staff in litigation before the Commission and federal regulatory agencies. Works with Commission staff and management to identify information needed; conducts discovery through data requests, examinations under oath and interviews; drafts and files all necessary legal documents and briefs; prepares witnesses for evidentiary hearings; conducts cross-examination; attends and participates in workshops; negotiates settlements in disputed issues.	
20%	Performs legal research on new and proposed federal and state legislation impacting the regulation of entities under the Commission's jurisdiction, analyzes legal impacts of proposed Commission policies and challenges to Commission decisions, and proposes strategies to address risks presented.	
15%	Independently conducts or directs litigation before the state and federal courts. Answers inquiries concerning regulatory statutes and Commission rules, regulations, and orders. Drafts and files responses and briefs, presenting the Commission's position in hearings and oral arguments.	

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5%	<u>MARGINAL FUNCTIONS:</u> Other work-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> There are distinct increases in the complexity of knowledge and abilities, the scope of work and effect on programs and services provided and performed as incumbents advance 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 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. A greater degree of these "Knowledge and Abilities" is required at each higher level. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for a business/government environment. • Possess the mobility to work in a standard office setting and use standard office equipment, including a computer • Ability to read written materials on paper and on a computer screen	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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