

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

DIVISION Public Advocates Office	EFFECTIVE DATE
BRANCH/SECTION Executive Branch	CLASS TITLE Attorney IV
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680- 250-5780-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: The Public Advocates Office ("the organization") represents the interests of California ratepayers in Commission proceedings (e.g., workshops, rulemakings, investigations, applications, hearings), Commission processes (e.g., advice letters, committee and stakeholder meetings, and other forums), and in other venues where rates, rules, policies, and regulations that impact California utility and ratepayer interests are at stake. Under the supervision of the Chief Counsel, the incumbent represents the Public Advocates Office consistent with the Rules of Professional Conduct and California Government Code Section 19752, and industry best practices. Under the supervision of the Chief Counsel (CC), the Attorney will primarily represent the Public Advocates Office in its work on ratemaking and multi-state energy market, transmission, transportation, and climate-related issues, including but not limited to the transformation of the California Independent System Operator (CAISO) into a Regional Organization for Western Energy (ROWE) as expressed in Assembly Bill 825 (Statutes of 2025). This includes consistency with Federal Energy Regulatory Commission (FERC) tariffs and collaboration with CAISO, the ROWE, and Consumer Advocacy Organization (CAO) bylaws; and presenting and collaborating with representatives of other states' and Canadian provinces' ratepayer and energy industry representatives and in-state attorneys (including California Public Utilities Commission attorneys) and other interested parties.	
% of time performing monthly 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>
40%	<u>ESSENTIAL FUNCTIONS:</u> • Prepare materials and reports, plan and facilitate training and other convenings of various sizes. • Present findings, and interface with the Regional Organization for Western Energy (ROWE), California Independent System Operator (CAISO), Consumer Advocacy Organization (CAO), community-based organizations, ratepayer representatives, and other interested parties for the Public Advocate's Office, under the direction of the Chief Counsel.
35%	• Supervise and assist with litigation efforts including the development of testimony, discovery, comments, opening and reply briefs for the Public Advocate's Office. • This includes, but is not limited to, ratemaking issues and topics, developing and providing recommendations related to Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO), Regional Organization for Western Energy (ROWE), Consumer Advocacy Organization (CAO) rule, bylaws, and tariffs for the Public Advocate's Office, under the direction of the Chief Counsel.
15%	• Testify and/or appear before the State and Federal courts, legislatures, and Federal and State regulatory agencies. • Answer inquiries concerning regulatory bills, statutes, and Commission rules, regulations, and orders for the Public Advocate's Office, under the direction of the Chief Counsel.
10%	<u>MARGINAL FUNCTIONS:</u> • Support, advise and represent the Public Advocates Office on legal matters, under the direction of the Chief Counsel. • Plan and implement convenings of various sizes, including assisting in workshops with the direction of higher-level staff, be assigned work in other areas and branches of the organization and perform other job-related duties as required to support the efforts of Public Advocates Office.

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION****KNOWLEDGE AND ABILITIES** *[From Class Specs]*

Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements and basic court decisions affecting public utilities regulation; traditional rate-making procedures; physical properties of utilities and standards of service, reliability, and safety; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies. Issues pertaining to the appropriate revenue requirement and rates associated with proceedings for gas and electric utilities, and natural gas-related ratemaking cases.

Ability to: Establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; perform research; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, and exhibits; testify on results of completed studies; consult with and advise administrators, decision-makers, and other interested parties on a broad range of subject-matter areas; serve as a lead person; gain and maintain the confidence and cooperation of those contacted during the course of work; keep management updated; prepare reports.

SPECIAL REQUIREMENTS:

- Work independently under short time constraints.
- Balance the needs/demands of multiple constituencies and competing deadlines while remaining flexible.
- Effectively relate to all staff levels and work as a member of a team.
- Able to perform effectively in a highly complex, open, and transparent public setting.
- Communication, written, oral and interpersonal skills, analytics, and attention to detail.
- Familiarity with Microsoft Office Suite, particularly Word, Excel, and PowerPoint proficiency.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

- Open, and transparent public setting.
- Variable office temperature.
- Able to lift at least 25 pounds.
- Long periods of sitting while traveling and attending workshops.
- Travel outdoors during summer and winter environments.
- Occasional travel to include evenings, weekend or several days at a time.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

- Able to use communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Maintain consistent attendance.
- Demonstrate punctuality, initiative, and dependability.
- Exercise poise and resourcefulness in overcoming challenges and obstacles and diplomacy and mutual respect in resolving conflicts with others.
- Practice good teamwork, collaboration, and accountability, and maintain the confidence and cooperation of others.
- Contribute to continuous improvement and a positive, high performing work environment.
- Able to work full-time.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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