State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Attorney III

Working Title: Transactions Attorney

Position Number: 535-140-5795-002

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

Collective Bargaining Identifier (CBID): R02

Work Week Group (WWG): SE

Date Approved: October 28, 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

The Transactions Attorney will support the Energy Commission's programs to award contracts, grants, and loans in such areas as clean transportation, which includes increasing the number of electric vehicle chargers, hydrogen refueling stations, and electric school buses in California; research, development, and demonstration projects related to electricity, natural gas, and geothermal energy; renewable energy, including offshore wind; and energy efficiency, including improved ventilation and plumbing in schools.

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 Supervising Attorney, the Attorney III in the Transactions Unit of 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

35% 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 solicitations and resulting agreements, including grant agreements, which can include reviewing or creating terms and conditions and documents related to compliance with the California Environmental Quality Act and other laws; (2) reviewing, drafting, and helping to adopt new program designs, including regulations; and (3) reviewing and drafting legislation for new Commission programs.

30% Assists program personnel, the Contracts Grants and Loans Office, the Audit Committee, the Executive Office, and Commissioners to address more complex legal questions, including, but not limited to, audit findings that arise under programs and agreements; consults with the Attorney General's Office on disputes over transactional agreements; and represents the Commission and advises staff in administrative hearings and proceedings, such as before the California Public Utilities Commission and the Department of General Services.

20% Supports 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.

10% 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 Political Reform Act and the Public Records Act, and data acquisition and confidentiality requests.

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 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): **Kathryn Colson** _____

Supervisor's Signature: _____ **Date:** _____