STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Legal	EFFECTIVE DATE
BRANCH/SECTION Legal	CLASS TITLE Attorney III
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) 680-301-5795-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 FUNCTINS:
An Attorney III, under the general direction of an Assistant Chief Counsel, are well experienced attorneys who have developed the expertise necessary to capably perform the more complex and sensitive legal work of the Public Utilities Commission.

% 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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS: The Attorney III 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.
40%	Perform research and analysis on complex and technical issues related to public utilities regulation. Prepare legal briefs and memoranda on behalf of the Commission or the advocacy and enforcement divisions. Serve as lead attorney in litigation before the Commission, State and Federal Courts and Federal regulatory agencies in matters of importance and complexity.
40%	Serve as point of contact in area of specialization, including working with outside counsel, and subject matter teams. May advise and assist Commissioners, Administrative Law Judges and staff members on matters regarding application of regulations to Commission powers, duties, and procedures. May advise and assist Commission advocacy or enforcement division management in development of litigation strategies in their areas of specialization and serve as the lead attorney in proceedings involving technical and complex matters.
10%	Assists in the training of personnel; and may act as a lead person in coordinate the work of other attorneys.
5%	Handles other legal matters as necessary to support Legal Division, including serving as point of contact between Legal Division and other divisions, the Commission and sister agencies (e.g., Department of Water Resources or the California Energy Commission), local governments and tribal communities.

	MARGINAL FUNCTIONS:
5%	Other job-related duties as required.

KNOWLEDGE AND ABILITIES

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.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- 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
- Occasionally bend, stoop, kneel, reach, push and pull drawers to open and close to retrieve and file information.
- Possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds
- Mental acuity and the capability to complete assignments timely.
- Travel as needed

SUPRVISOR'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