STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Law Judge	EFFECTIVE DATE
BRANCH/SECTION Administrative Law Judge	CLASS TITLE Assistant Chief Administrative Law Judge, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION San Francisco, Sacramento, or Los Angeles
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-304-6101-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 the Chief Administrative Law Judge (ALJ), an Assistant Chief ALJ assists in planning, coordinating, and managing the work of the Administrative Law Judge Division staff engaged in conducting formal hearings on proceedings before the Commission; reviews the drafts of proposed opinions resulting from such hearings; conducts hearings and prepares opinions and orders; and performs other related work. In addition, as directed by the Chief ALJ, an Assistant Chief ALJ may undertake specific oversight responsibilities regarding publication of the Commission agenda, decisions, and other documents, and supervise intra-division support staff.

% 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:
35%	Assistant Chief ALJs are responsible for supervision of ALJs to ensure: assigned matters are processed timely; productivity standards are met; accessibility for internal meetings, and respond promptly to phone calls and e-mails, whether working in the office or at a remote location; status reports, timesheets and other case management information required of ALJs are submitted timely. Recruits, hires, develops, and provides leadership to staff; ensure specialized training needs are met; and as needed prepare individual development plans and performance reports on all supervised staff.
30%	Confer with ALJs regularly and as questions arise regarding case management, alternative dispute resolution opportunities, procedural matters, and evidentiary or discovery issues. Ensure hearings are conducted in a fashion that reflects professional decorum and judicial temperament, and that treats all parties fairly. Ensure that decisions prepared by the ALJ are well-organized and grammatically correct, resolve all contested material issues with a cogent discussion of the merits and the rationale for the outcome, explain Commission policy such that a lay reader can understand the basis of the policy, and contain adequate findings of fact, conclusions of law, and ordering paragraphs.
30%	Proactively coordinate with Commissioners, other Commission divisions and support personnel within the ALJ Division and facilitate such interaction by the ALJs they supervise. As directed by the Chief ALJ, may undertake specific oversight responsibilities regarding modernization and publication of the Commission agenda, decisions, and other documents; supervision of intradivision support staff (including steno, docket, process, and central file room personnel); and proceeding-specific functions that may be delegated by the assigned ALJ (including Law & Motion and intervenor compensation claims). Responsible for attendance at interdivisional and interagency meetings, as appropriate and as directed by the Chief ALJ, to consider policy, procedural, and administrative issues. Assistant Chief ALJs assume other administrative duties as assigned and act as division director when designated in the absence of the Chief ALJ.

MARGINAL FUNCTIONS:

5% Assistant Chief ALJs may be assigned individual cases on a backup or emergency basis.

KNOWLEDGE AND ABILITIES [*From Class Specs*]

Knowledge of: Law governing the Public Utilities Commission, law administered by it, and judicial interpretation of such laws; rules and regulations of the Public Utilities Commission; conduct of proceedings and rules of evidence and procedure before the Public Utilities Commission; administrative and constitutional law applicable to the Public Utilities Commission; laws governing issuance of subpoenas, taking of depositions, and serving of notices and orders; basic principles of organization, structure, and financing of public utilities; Commission's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Do research on legal problems arising in connection with hearings; analyze, appraise, and apply legal principles, evidence, and precedents to legal problems; make accurate summaries of evidence and prepare examiners' reports, opinions, and findings; present written statements of fact, law, and argument clearly and logically; conduct fair and impartial hearings; analyze situations accurately and adopt an effective course of action; develop and maintain sound cooperative relationships with those contacted in the course of work; interpret and apply the principles of personnel management and effective supervision; effectively contribute to the Commission's affirmative action objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- The Assistant Chief Judge must possess the mobility to work in a standard office setting and use standard office equipment, including a computer and phone (70 percent of time), and the ability to read written materials on paper and on a computer screen (40 percent of time). The Assistant Chief Judge occasionally bends, stoops, kneels, reaches pushes and pulls drawers to open and close to retrieve and file information (20 percent of time). The Assistant Chief Judge must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds (10 percent of time). The Assistant Chief Judge must possess the mental acuity and ability to meet deadlines, to bring matters to closure, to act decisively, and to work with judicial temperament and professional composure in an environment characterized by adversarial interaction and political scrutiny. [Note: Percentages do not add up to 100 percent because reading also involves computer use.]
- Occasional travel to include overnight, evenings, weekends or several days at a 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