

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Administrative Law Judge I – III	<b>Working Title:</b> Administrative Law Judge
<b>Class Code:</b> 3640, 3642, 3644	<b>Salary Group:</b> B25, B26, B27
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Office of Policy and Docket Management	<b>Supervisor:</b> Director, Docket Management

**GENERAL DESCRIPTION**

Perform highly complex to advanced administrative hearing work in the Office of Policy & Docket Management (OPDM). Work includes presiding over uncontested cases and contested case hearings on electric, telecommunications, water, and sewer retail public utility applications. Work under limited to minimal supervision with considerable latitude for initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

- Establish procedural schedules and deadlines for cases.
- Approve uncontested applications.
- Prepare proposals for decision, proposed orders, and final orders.
- Review application and hearing notices for compliance with the Texas Open Meetings Act, Public Utility Regulatory Act, Texas Water Code, Administrative Procedure Act, and Commission rules.
- Conduct legal research and analysis.
- Rule on discovery disputes, scheduling requests, and motions.
- Administer oaths and enter rulings on evidentiary and procedural matters.
- Issue interim orders.
- Preside over Commission-held contested case hearings.
- Conduct hearings to affirm, modify, or set aside emergency and temporary appointment orders.
- Compile and maintain records of evidence and ensure proper handling for appeal and confidentiality.
- Review the work of legal assistants.
- Assist with monitoring the status and assuring the timely processing of pending docketed proceedings and tariff matters.
- Communicate and coordinate with the division director and other senior management as appropriate regarding pending proceedings, projects, issues, and matters that affect the division.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

- Administrative Law Judge I – Graduation from an accredited law school with an LLB or JD degree; licensed with the State Bar of Texas and eligible to practice law in Texas; a minimum of three (3) years' general legal experience as a licensed attorney.
- Administrative Law Judge II – Graduation from an accredited law school with an LLB or JD degree; licensed with the State Bar of Texas and eligible to practice law in Texas; a minimum of three (3) years' experience as an administrative law judge or three (3) years' experience litigating contested case hearings.
- Administrative Law Judge III – Graduation from an accredited law school with an LLB or JD degree; licensed with the State Bar of Texas and eligible to practice law in Texas; a minimum of six (6) years' experience as an administrative law judge or six (6) years' experience litigating contested case hearings.

**PREFERRED QUALIFICATIONS**

- Undergraduate degree in government, engineering, finance, accounting, economics, or related field.
- Experience as an administrative law judge.
- Experience in the practice of utility regulation or administrative law.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must possess the required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed satisfactorily.

- Knowledge of trial or administrative hearing procedures.
- Proficiency in the use of personal computers and Microsoft Word and other software programs.
- Ability to prioritize workload, work efficiently, and effectively utilize organizational skills.
- Strong oral and written communication skills.
- Ability to read, interpret, and apply case law, statutes, and agency rules.
- Ability to identify and analyze substantive and legal issues presented in pleadings, testimony, and briefs.
- Ability to analyze issues and draw well-reasoned conclusions, evaluate findings, and relate them to the case in question.
- Ability to work effectively with other staff members.
- Ability to attend work regularly and adhere to approved work schedule.

## **TELECOMMUTING ELIGIBILITY**

- This position is eligible for telecommuting up to three (3) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

## **PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS**

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.