

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Master Administrative Law Judge I	Working Title: Asst Director, Docket Management
Class Code: 3646	Salary Group: B29
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Office of Policy and Docket Management	Supervisor: Director, Docket Management

GENERAL DESCRIPTION:

Perform highly advanced managerial administrative hearing work in the Office of Policy & Docket Management. Work includes presiding over uncontested cases and contested case hearings on electric, telecommunications, and water utility applications. Work involves assisting the Director, Docket Management in the oversight of the Docket Management staff. Work under minimal supervision with extensive latitude for initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plan, organize, and coordinate workload activities in the Docket Management section and assure that the work assigned to the section is prioritized accordingly and addressed by staff in a timely manner.
- Establish procedural schedules and discovery deadlines for cases.
- Conduct prehearing conferences.
- Approve uncontested applications.
- Prepare proposals for decision and final orders.
- Prepare application and hearing notices compliant 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.
- Oversee Commission-held contested case hearings.
- For Commission-held contested case hearings, compile and maintain records of evidence, ensure proper handling of evidence for appeals, and ensure the proper handling of confidential documents.
- Conduct hearings to affirm, modify, or set aside emergency and temporary appointment orders.
- Ensure proper handling of confidential documents.
- Assist in reviewing the work of the administrative law judges and legal assistants.
- Assist with monitoring the status and assuring the timely processing of pending docketed proceedings, tariff matters, and projects.
- Prepare employee reviews for the Docket Management section and assist the Director, Docket Management with recommendations on staffing, budget, performance, and promotions.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- 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 agency personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Graduation from an accredited law school with a LLB or JD degree.
Licensed with the State Bar of Texas and eligible to practice law in Texas.
A minimum of four (4) years' experience as an administrative law judge or seven (7) years' experience in administrative law or litigating contested case hearings.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess 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.

- 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 and statutes.
- 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 two (2) 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 reliable 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