

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	General Counsel V	<b>Class#:</b>	3525
<b>Working Title:</b>	Commission Counsel	<b>Group#:</b>	B33
<b>Division:</b>	Office of Policy and Docket Management	<b>FLSA:</b>	Exempt
<b>Supervisor:</b>	Commissioners	<b>Date:</b>	07/27/23

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**GENERAL DESCRIPTION:**

Perform highly advanced legal and managerial (senior-level) work providing direction and guidance in the operations and planning of the office. Work involves establishing goals and objectives consistent with Commission policy; establishing priorities and assessing progress in meeting goals; coordinating and evaluating program activities; and managing the division's budget. Work under limited supervision under the direction of the Commissioners with considerable latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Administer and direct the operations of the Office of Policy and Docket Management.
- Supervise the office staff in: processing of contested cases not referred to the State Office of Administrative Hearings (SOAH); prepare Commission preliminary, interim and final orders; ensure compliance with Tex. Gov't Code Ann. §2001.058(c) and §2003.049(e); advise the Commissioners and make recommendations on legal and policy issues in contested cases before SOAH and the Commission; participate in arbitrations and other alternative dispute resolution proceedings before SOAH or the Commission; develop and prepare recommended amendments to the Commission's substantive and procedural rules; provide support for Commission legislative activities; act as the Commission's liaison to SOAH; and act as the Commission's liaison to the Office of the Attorney General.
- Ensure the efficient processing and resolution of contested cases within applicable deadlines.
- Coordinate with Commissioners to establish regularly scheduled open meeting dates to accommodate the Commission's routine workload.
- Communicate with the Commission's in-house administrative law judges regarding changes in law and policy affecting the administration of contested cases.
- Identify training needs of individual staff members and develop individual training plans.
- Recommend staffing and funding for office activities.
- Manage the office's budget.
- Establish goals and objectives that support the agency's strategic plan and business plan, develop standards for achieving goals.
- Oversee the selection of qualified personnel to fill vacancies.
- Represent the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, or committees.
- 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.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

### **REQUIRED MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four (4) year college or university with a degree in business, engineering, law, public policy or related field;
- Graduation from an accredited law school with an LLB or JD degree;
- Licensed and eligible to practice law in Texas;
- Ten (10) years' experience working in the electric, telecommunications, or water and sewer utility industry regulatory areas; and
- Relevant experience in management and program direction.

### **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.

- Ability to direct and organize program activities.
- Ability to establish program goals and objectives that support the agency's strategic plan.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop and evaluate policies and procedures.
- Ability to direct the development of agency policies and procedures.
- Ability to prepare well-written reports.
- Ability to make presentations.
- Ability to plan, assign and/or supervise the work of others.

### **TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to two (2) days a week with Commissioner approval 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 to perform job duties, 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.