

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	General Counsel IV	Class Code:	3524
Working Title:	Deputy Division Director, Legal	Salary Group:	B31
Division:	Legal	FLSA:	Exempt
Supervisor	Director, Legal	Date:	04/17/23

GENERAL DESCRIPTION:

Perform advanced (senior-level) legal and managerial work providing direction and guidance in the operations and planning of the Division. Work involves implementing goals and objectives set by the division director; ensuring division goals are being met; and assisting in the coordination and evaluation of program activities. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist the division director in administering and directing the operations of the Legal Division.
- Supervise Division staff and participate in contested cases on behalf of the public interest before the State Office of Administrative Hearings (SOAH) or 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; prepare statutorily mandated and other reports; monitor federal legislative and agency activities; prepare comments to federal agencies; and provide support for Commission legislative activities.
- Identify training needs of individual staff members and develop individual training plans.
- Implement goals and objectives established by the division director that support the agency's strategic plan and business plan and help develop standards for achieving goals.
- Prepare employee reviews and provide and assist in recommendations on staffing, budget, performance, and promotions.
- 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 law school with an LLB or JD degree;
- Licensed with the State Bar of Texas and eligible to practice law;
- Three (3) years' experience working in administrative law, electric, telecommunications, 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, direct and evaluate agency policies and procedures.
- Ability to prepare well-written reports and make presentations.
- Ability to plan, assign and supervise the work of others.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to four (4) 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.