

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Master Administrative Law Judge I	Working Title: Master ALJ
Class Code: 3646 Salary Group: B29	Position #: 00074074
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Office of Policy and Docket Management	Supervisor: Director, Docket Management

GENERAL DESCRIPTION

Perform highly advanced work in the Office of Policy & Docket Management (OPDM). Work includes presiding over uncontested cases and contested cases on electric, telecommunications, water, and sewer regulatory matters. Work under minimal supervision with extensive latitude for initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Conduct Commission-held hearings.
- Develop training materials and conduct trainings for administrative law judges and legal assistants in OPDM.
- Assist in the development of, and participate in, alternate dispute resolution programs.
- Ensure the timely processing of assigned docketed proceedings and tariff matters.
- Assist in monitoring other pending docketed proceedings and tariff matters.
- Establish procedural schedules and deadlines for cases.
- 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.
- Rule on discovery disputes, scheduling requests, and motions.
- Enter rulings on evidentiary and procedural matters.
- Prepare interim orders, proposals for decision, proposed orders, and final orders.
- Compile and maintain records of evidence and ensure proper handling for appeal and confidentiality.
- Conduct legal research and analysis.
- Coordinate with, and review the work of, legal assistants.
- Review the work of other administrative law judges in Docket Management.
- Communicate and coordinate with the division director and other senior management as appropriate regarding pending proceedings, projects, issues, and matters that affect the division.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- 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.

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 eight (8) years' experience as an administrative law judge.
- A minimum of six (6) years' experience conducting complex, multi-day administrative hearings.

PREFERRED QUALIFICATIONS

- A minimum of four (4) years' experience as an administrative law judge at the State Office of Administrative Hearings conducting complex, multi-day utility-related administrative hearings.

EFFECTIVE DATE:

- A minimum of three (3) years' experience conducting mediation, or other forms of alternative dispute resolution, proceedings.

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 maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

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

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JOB DESCRIPTION ACKNOWLEDGMENT**

This is an at-will employment position. This means that your employment is at-will and can be terminated by the PUCT at any time, for any reason, with or without notice, except as prohibited by law. While the PUCT may use progressive discipline, it is not required to do so.

This job description is not to be regarded as a contract. Its primary purpose is to outline the generally required duties, responsibilities, and qualifications for the position of **MASTER ALJ** at the PUCT. Additionally, it serves to inform the public about the general duties associated with this role.

By signing below, you are confirming that you have read and understand the complete job description, including the at-will nature of the employment with the PUCT and the specific responsibilities of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

Employee Name (Print)

Date

Employee Signature

EFFECTIVE DATE: