

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Attorney V	<b>Working Title:</b> Senior Counsel
<b>Class Code:</b> 3506	<b>Salary Group:</b> B30
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Rules and Projects	<b>Supervisor:</b> Division Director

**GENERAL DESCRIPTION:**

Perform highly advanced legal and policy work, and administrative law duties for the Rules and Projects Division. Work involves assisting in reviewing the work product of the division and supporting the Commission's rulemaking efforts in coordinating rulemaking activities across the agency, ensuring consistency and quality control, and refining the agency's rulemaking process. Work involves extensive contact with the Commissioners, industry representatives, and other professional staff. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Assist the Director and Project Manager in monitoring of rules and projects across the agency.
- Provide legal expertise and analysis relating to competitive electric markets, regulated electric utilities, and infrastructure planning as assigned. Will also work on issues relating to the agency's oversight of the telecommunications and water industries.
- Monitor and provide legal expertise relating to activities conducted by the Electric Reliability Council of Texas (ERCOT) and ERCOT stakeholder committees, other state agencies, Midwest ISO (MISO), Southwest Power Pool (SPP), and the Federal Energy Regulatory Commission (FERC).
- Communicate with management on law and policy issues, preparing written briefing materials summarizing and evaluating applicable law and applying the law to relevant facts.
- Participate in and as assigned, lead policy development and rulemaking activities in coordination with other divisions, including conducting legal research and preparing recommendations and documents for Commission action.
- Review Commission rulemaking proposals to verify that they are within the Commission's authority to adopt.
- Make recommendations regarding strategies and priorities for the agency's rulemaking agenda.
- Prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission.
- Provide information and represent the agency when needed regarding Commission policies and procedures to industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Participate in the investigation of issues relevant to the electric, water, and telecommunication industries and the preparation of reports on topics including electric reliability and operations, market efficiency, market power, service availability, and other relevant matters.
- May be required to travel out of state for trainings and meetings.
- 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 agency personnel policies and division procedures and perform other work as assigned.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited law school with LLB or JD degree;
- Licensed and eligible to practice law in Texas; and
- Minimum of four (5) years legal work experience in utility regulation or administrative law.

**PREFERRED QUALIFICATIONS**

- Experience in field of utility compliance and enforcement.
- Experience in regulatory proceedings before state agencies.
- Experience in rulemaking for a state agency.

## **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 utility law and regulations.
- Proficiency in the use of personal computers, specifically with Microsoft Word and presentation software.
- Demonstrated ability to communicate clearly and effectively both orally and in writing.
- Must be able to research, analyze, and assimilate complex information to advance the Commission's goals.
- Ability to monitor and work on multiple tasks with varying time schedule and meet deadlines.
- Ability to interpret the Commission's rules and regulations and apply them equitably.
- Ability to handle responsibilities with minimal supervision.
- Ability to work efficiently independently, as a team member or as team leader, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, personnel of the legislature, other government agencies, and the public.
- 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 reliable Internet service to perform 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.