

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Administrative Law Judge (Administrative Law Judge I)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please do not submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2018-15
Division: Commission Advising and Docket Management
Salary*: \$5,469.00 - \$6,416.67/month
(Commensurate with Qualifications)
Salary Group: B25
Class: 3640
Type: Full-time Part-time Temporary

Opening Date: December 4, 2017
Closing Date: Open Until Filled
Hours Per Week: 40
Established Work Hours: 8:00–5:00, M-F
(Flextime may be available with supervisory approval)
FLSA:** Exempt
EEO Category: Professional

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

GENERAL DESCRIPTION

Perform highly complex administrative hearing work in the Commission Advising and Docket Management Division to include processing and presiding over electric, telecommunications, and water utility cases. Work under limited supervision with considerable latitude for initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Establish procedural schedules and discovery deadlines for cases.
- Conduct prehearing conferences.
- Approve uncontested applications and prepare orders for Commission approval.
- 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 matters, scheduling requests, and motions.
- Administer oaths and enter rulings on evidentiary and procedural matters.
- Issue interim orders.
- Conduct hearings in dockets in which the Commissioners preside.
- Compile and maintain records of evidence, and ensure proper handling for appeal and confidentiality.
- Review the work of legal assistants.
- Make presentations to the Commission.
- Assist with monitoring the status and assuring the timely processing of pending docketed proceedings, tariff matters, and projects.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with a LLB or JD degree.
- Licensed and eligible to practice law in Texas.
- Member in good standing with the State Bar of Texas.
- Four (4) years of general legal experience as a licensed attorney.

PREFERRED QUALIFICATIONS:

- Undergraduate degree in engineering, finance, accounting, economics, or related field.
- Experience as a hearings examiner or administrative law judge.
- Experience in the practice of utility regulation or administrative law.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.