



# State of Hawai'i Non-Civil Service Job Opportunity

**PUC Attorney I**  
**State of Hawaii Executive Branch**  
**Salary: See Position Description**

*An Equal Opportunity Employer*

**Opening Date:** 08/23/17

**Closing Date:** Continuous

## **RECRUITMENT INFORMATION**

This posting is for the State of Hawaii, Department of Commerce and Consumer Affairs, Public Utilities Commission. The position is located on the Island of Oahu in Downtown, Honolulu.

**Salary commensurate with education and experience.**

If you have any questions regarding this non-civil service, exempt position, please contact Caroline Ishida at (808) 586-2020, Monday – Friday, 7:45 am – 4:30 pm, HST.

**The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Commerce and Consumer Affairs, Public Utilities Commission.**

## **DUTIES SUMMARY**

The primary purpose of this position is to provide in-house counsel to the Chair, Commissioners, and staff concerning all regulatory matters affecting the Commission. The PUC Attorney is tasked with leading and coordinating staff review of all dockets, drafting all proposed Commission decisions and orders, advising the Commission on all procedural and evidentiary matters pertaining to the regulation of public utilities and other entities under the Commission's jurisdiction, aiding in the review and implementation of decisions affecting regulated companies under the jurisdiction of the Commission, and other related duties as assigned.

## **MINIMUM QUALIFICATION REQUIREMENTS**

**Education:** Law degree from a school of law accredited by a nationally recognized, specialized accrediting body.

**Specialized Experience:** Minimum of two (2) years demonstrated work experience in one or more of the following areas: legal research and writing; litigation; review of and drafting of legislation; review of new laws and impact on existing laws; or development of policies, procedures and legal forms to implement new laws.

**License Requirement:** Admitted to the bar of the State of Hawaii, or, a member in good standing admitted to the bar of another state provided that any such out-of-state attorney shall be admitted to the bar of the State of Hawaii within two (2) years of the date of employment.

**Quality of Experience:** Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Knowledge:** Knowledge of principles, practices and procedures of the Commission, its general orders, rules, tariffs and decisions and orders; applicable Hawaii Revised Statutes; the legislative process; and comprehensive research and analytical techniques.

**Skills/Abilities:** Demonstrated ability to conduct legal review and analysis in conformance with the legal requirements of the Commission and based thereupon, to advise the Commission and/or reduce to writing such analysis and resulting recommendations in a logical, comprehensible, and timely manner; conduct research on complex, technical, and diverse subjects; complete assignments and projects within specified timetables; learn, apply, and explain in an easy-to-understand manner the Commission's general orders, rules, tariffs, decisions and orders, operations, policies, and activities; make sound policy recommendations; maintain confidentiality in the use of confidential information; maintain regular attendance; and to establish and maintain effective working relationships; communicate effectively, both orally and in writing.

**Desirable Qualifications:** Law Review experience, and/or experience clerking for a state or federal judge preferred.

**Legal Authorization to Work Requirement:** The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, national, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

### **OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

**Submit resumes and applications to:**

Department of Commerce and Consumer Affairs  
Public Utilities Commission  
465 South King Street, #103  
Honolulu, HI 96813  
ATTN: Personnel Office

You may also email your resume to [puc.personnel@hawaii.gov](mailto:puc.personnel@hawaii.gov).

**Direct all inquiries regarding this position to:**

Caroline Ishida, Chief Counsel at (808) 586-2020  
Monday – Friday, 7:45 am – 4:30 pm, HST.

**NOTE: The State Recruiting Office will refer you to the Department of Commerce and Consumer Affairs regarding this exempt position.**