

## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Class Title: PUC Attorney I  
Position Nos.: 100540, 102155, 102438, 117634, 900010,  
9900050  
Department: Commerce and Consumer Affairs  
Division: Public Utilities Commission  
Branch: Office of Commission Counsel  
Section:  
Geographic Location: Downtown

### II. INTRODUCTION

The Public Utilities Commission ("Commission") regulates all chartered, franchised, certificated, and registered public service companies operating in the State of Hawaii ("State") that provide electricity, telecommunication, gas, private water and sewage, motor and water carrier transportation services and other entities as required by law ("regulated entities"). The Commission has statutory authority to enforce applicable state statutes, and to establish and enforce administrative rules and regulations, and to set policies and standards.

The Office of Commission Counsel is primarily responsible for providing in-house legal counsel to the Commission and its staff; furnishing general legal advisory services in all matters involving the Commission's functions and activities under governing statutes and rules applicable to the Commission; managing Commission orders and Decision and Orders; representing the Commission before reviewing courts, the State legislature, and other State and Federal agencies; and assisting in the formulation of rules and regulations and of legislative matters pertaining to the Commission.

Specifically, this position is responsible for providing legal counsel in all Commission matters, including reviewing and analyzing docketed and citation matters pending before the Commission, and recommending appropriate action; drafting orders and recommended decisions; formulating and adopting rules and regulations; preparing legislative proposals relating to public utilities; and representing the Commission before reviewing courts and other State and Federal agencies.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### A. Commission Counsel Activities

85%

1. Reviews and analyzes legal dockets containing applications and related documents, and citation matters; and recommends appropriate action [1][2].
2. Coordinates and participates on cross functional teams assigned to review Commission dockets involving complex regulatory matters to include economic, financial, or related operational subject matter, such as issues concerning general and specific and financial analysis, consideration of renewable energy technologies, utility financing, and general rate making procedures [1][2].
3. Reviews decisions and orders and applicable statutes and rules affecting regulated companies, and drafts decisions and orders, and/or proposed findings of facts, conclusions of law, and recommended decisions at the direction of the Commissioners and Chief Counsel. [1][2].
4. May advise the Commission on procedural and evidentiary matters relating to the conduct of Commission hearings [1][2].
5. May advise the Commission on procedural matters relating to rulemaking proceedings, including drafting of proposed rules and regulations, and reviews the format and hearing requirements necessary to promulgate rules and regulations in conformance with statutes and administrative rules [1][2].
6. Reviews pending legislative proposals during the legislative session and assists with analysis of the proposals, development of testimonies, and development of alternate proposals as necessary [1][2].
7. Reviews existing public utility statutes, recommends amendments, assists the Commission in proposing legislative changes, and drafts legislative measures for consideration by the legislature [1][2].

B. Administrative Activities 10%

1. Establishes and maintains effective and cooperative working relationships and personal contacts with others, serves as a liaison with staff, other agencies, the general public, and others, and keeps the supervisor informed of critical and developing issues and problem areas as they relate to matters under review by the Commission [1][2].
2. Keeps abreast of major Commission operations and activities, developing trends in the regulatory environment, and relevant requirements imposed or being considered by applicable Federal, State, and other county governments, agencies, and regulatory bodies, and takes appropriate action as required [1][2].
3. Promotes a safe and healthful work environment [1][2].

C. Performs Other Duties as Required and Assigned 5%

ADA Indicators:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized and the employee is hired for special expertise or ability to perform this function.

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor:**

Position No.: 990030 Class Title: PUC Supervising Attorney

**B. Nature of Supervisory Control Exercised Over the Work.**

1. Instructions Provided:

Instructions and guidance provided with assignment of dockets.

2. Assistance Provided:

The employee seeks assistance and guidance from the supervisor with legal procedural requirements and substantive law interpretations.

**C. Nature of Available Guidelines Controlling the Work.**

1. Policy and Procedural Guides Available: Hawaii Revised Statutes, Hawaii Administrative Rules, Budget and Finance Administrative Policies & Procedures Manual, Governor's Administrative Directives, Comptrollers Memorandums, Finance Memorandums and Executive Directives as applicable.
2. Use of Guidelines: Guidelines are used as references and referred to as needed. The incumbent is expected to understand and apply pertinent laws, rules and regulations, policies and procedures, directives and other applicable guidelines.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

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.

**VI. RECOMMENDED QUALIFICATIONS REQUIREMENTS**

**A. Knowledge**

This position requires knowledge of the 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.

**B. 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,

decision and orders, operations, policies, and activities; make sound policy recommendations; maintain confidentiality in the use of confidential information; and to maintain regular attendance. Ability to meet and deal effectively with other employees of the Department, other agencies, as well as the public as required.

**C. Education**

Law degree from an accredited law school.

**D. Experience**

Entry-level PUC Attorney Classification. Requires demonstrated writing skills and/or superior academic achievement.

**VII. TOOLS, EQUIPMENT AND MACHINES**

Personal computers and related software, scanners, photocopiers, facsimile machines, telephones and other related office equipment as required

**VIII. WORKING CONDITIONS**

As required, this position may be required to work beyond normal business hours in order to meet the frequent deadlines with short turnaround time.