

<b>DRAFT COMMISSION POLICY</b>	
Category: <b>Commission-Staff Linkage</b>  Committee of Origin: Policy and Governance  Date of Adoption:  Revision:	Title: <b>COMMISSION POLICIES AND PRIORITIES FOR THE EXECUTIVE DIRECTOR</b>  Policy Number:  Resolution No.  Resolution No.

This policy addresses the linkage between the President of the Commission, the five-member Commission acting as a body, and the Executive Director. Certain aspects of this linkage are set out in the Public Utilities Code, which is cited here.

The Executive Director of the CPUC is appointed by the five-member Commission, “who shall hold office during its pleasure.” (PUC section 308(a).) The President of the Commission “shall direct...the executive director...in the performance of his or her duties, and consistent with Commission policies and guidelines.” (PUC section 305.)

The Executive Director directs the CPUC consistent with specific duties set out in the law, including but not limited to Public Utilities Code Sections 308 and 309, which set out the following:

- a) The Executive Director “shall be responsible for the commission’s executive and administrative duties and shall organize, coordinate, supervise, and direct the operations and affairs of the commission and expedite all matters within the commission’s jurisdiction.” (PUC section 308(a).)
- b) The Executive Director “shall keep a full and true record of all proceedings of the commission, issue all necessary process, writs, warrants, and notices, and perform such other duties as the President, or vote of the commission, prescribes. The President may authorize the executive director to dismiss complaints or applications when all parties are in agreement thereto, in accordance with rules that the commission may prescribe.” (PUC section 308(b).)
- c) The Commission “may appoint assistant executive directors who may serve warrants and other process in any county or city and county of this state.” (PUC section 308(c).)
- d) The Executive Director “may employ such officers, administrative law judges, experts, engineers, statisticians, accountants, inspectors, clerks, and employees as the executive director deems necessary to carry out the provisions of this part or to perform the duties

and exercise the powers conferred upon the commission by law. All officers and employees shall receive such compensation as is fixed by the Commission.” (PUC section 309.)

In addition, the five-member Commission, acting as a body, may set out policies and principles by which the Executive Director shall carry out his or her duties, consistent with the law.

It is the Commission’s policy that:

- a) The Executive Director shall conduct his or her work to achieve the strategic directives set by the Commission, with attention to the results or conditions of the CPUC that the Commission has communicated as acceptable or not acceptable.
- b) The Executive Director shall conduct his or her work in compliance with the law, in a fair, competitive and inclusive manner, and with the purpose of maximizing the benefit of the CPUC to the citizens of California.
- c) The Executive Director shall exercise prudent judgment.
- d) The Executive Director shall have authority to act expeditiously and in coordination with other agencies of the State of California in emergencies endangering the public health, safety and the environment..
- e) The Executive Director shall report regularly to the full Commission on all activities, including annual budget development and planning, human resource management and development, procurement and contracting, investigations, and interactions with the California Legislature.
- f) The Executive Director is authorized to establish further policies, make decisions, take actions, establish practices, and develop activities in accordance with statutory authority, CPUC policies, and CPUC decisions.
- g) Where the Executive Director determines, in consultation with the President, that there is a need for policies or delegations not addressed within the Executive Director's existing statutory authority, CPUC policies, or CPUC decisions, the Executive Director shall propose new policies or delegations to the full Commission.

**Monitoring Method: Board Report; Frequency: Annual**