

Draft California Public Utility Commissioner Job Description

May 15, 2015 Version

Purpose: The five-member California Public Utilities Commission is both the governing body for the Commission, as well as a policy and regulatory body. Pursuant to its authority granted by the California Constitution and the Legislature, the Commission's duties are to set rates, create policy that implements statutory mandates and policy goals, and define regulations governing regulated entities. In order to set direction and to efficiently, effectively and equitably administer these duties, the Commission adopts delegations of its authorities to Commission staff. In so doing, the Commission identifies and defines the values and vision of the Commission, along with the quantitative and qualitative results that Commission is to achieve, and communicates them in the form of policy.

Tasks:

1. Prepare for, attend, and participate in the Commission's regular business meetings, rate setting deliberative meetings, all party meetings, and other public functions that the agency uses to conduct its business.
2. Participate fully in Commission business meetings by evaluating decisions carefully and voting always with the public's interest in mind first and foremost.
3. Act as presiding commissioners on assigned adjudicatory, policy, regulatory and rate setting proceedings, and develop proposed decisions within those proceedings for the full Commission's consideration. Actively monitor assigned proceedings while endeavoring to meet applicable deadlines.
4. Rigorously observe at all times the Commissioner Code of Conduct, seeking always to achieve the highest standards of personal behavior, and keep the public interest first and foremost.
5. Acting as a body, help the President to select the Executive Director, General Counsel and Chief Administrative Law Judge. Similarly, set specific expectations for Executive Director, General Counsel and Chief Administrative Law Judge, and supervise the incumbents appropriately. Perform personnel evaluations for these positions annually.
6. Serve as members of Commissioner Committees that set or refine overarching policy for the staff organization, and set clear delegations of the Commission's authorities for staff implementation of statute and Commission policy. Set clear performance criteria and monitor staff efforts to reach them.
7. Provide appropriate supervision, personnel direction and policy leadership to the Commissioner's advisory and administrative staff.
8. Adopt the Commission's strategic plan in public session, and evaluate changes in the CPUC's position and direction annually.
9. Attend to organizational development initiatives, including enterprise risk management and audit materials, and ensure appropriate responses on a timely basis.
10. Represent the Commission to the California Legislature, to the public, and to key groups with an interest in the actions of the Commission.