

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Utilities Attorney Examiner

SERIES NO.:

6388

MAJOR AGENCIES:

Public Utilities Commission Only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the utilities attorney examiner occupation is to preside over, prepare for & conduct hearings in designated area of utility regulations.

At the first two levels, incumbents prepare & conduct hearings in designated area of utility regulations or preside over hearings in complex cases in designated area of utility regulations respectively.

At the middle two levels, incumbents plan, direct & supervise legal activities & staff assigned to one section or function as legal expert in designated areas of utility regulation, or assist legal director in managing, directing & coordinating activities of legal department respectively.

At the highest level, the incumbent acts as legal director for PUCO.

CLASS TITLE

Utilities Attorney Examiner 1

CLASS NUMBER

63881

PAY RANGE

34

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of administrative law, rules & procedures concerning Public Utilities Commission operations in order to prepare & conduct hearings in designated area of utility regulation.

CLASS TITLE

Utilities Attorney Examiner 2

CLASS NUMBER

63882

PAY RANGE

35

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of administrative law, rules & procedures concerning Public Utilities Commission operations in order to independently preside over hearings in complex cases in designated area of utility regulation.

CLASS TITLE

Senior Utilities Attorney Examiner

CLASS NUMBER

63883

PAY RANGE

16

EFFECTIVE

01/05/1997

CLASS CONCEPT:

The expert level class works under general direction & requires thorough knowledge of utilities regulations & law in order to plan, direct & coordinate legal activities of & supervise staff assigned to one section, or act as legal expert in designated areas of utility regulation, supervise lower-level utilities attorney examiners & legal aides or project basis & act in absence of utilities legal director or matters dealing with designated areas of expertise.

CLASS TITLE

Utilities Examiner Legal Director

CLASS NUMBER

63885

PAY RANGE

47

EFFECTIVE

01/05/1997

CLASS CONCEPT:

The second managerial level class works under general direction & requires extensive knowledge of utilities regulation & law in order to act as legal director for Public Utilities Commission of Ohio which includes developing policies, procedures, goals & objectives, designing programs, directing all legal operations through subordinates, supervising utility examiner deputy legal director or senior utility attorney examiners, analyzing &/or drafting legislation & coordinating activities with Office of Attorney General.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Utilities Attorney Examiner 1	63881	14	08/20/2006	34

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares & conducts hearings in designated area of utility regulation (e.g., gas, electric, transportation, telephone, water, rate proceedings), rules on motions & other procedural matters concerning pre-hearing discovery, coordinates scheduling of hearings & presides over presentation of testimony.

Reviews evidentiary matters, interprets testimony, researches legal issues & analyzes technical information presented at hearings & prepares & issues report containing findings of fact, conclusions of law & recommendation concerning disposition of case.

Reviews cases in appellate status (i.e., reviews exceptions to original recommendation & replies, analyzes testimony & other evidence presented at hearing, researches legal issues, prepares digest summarizing issues, replies & sets forth reviewing examiner's recommendation concerning disposition of case & drafts proposed opinions & orders).

Provides training for legal aides concerning research of relevant legal issues & preparation of proposed opinion & orders.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; public relations; Public Utilities Commission policies & procedures*; quasijudicial hearing process; business principles; economics; federal &/or state laws concerning regulation of utilities or motor transportation & railroads or rate setting; administrative law, rules & procedures concerning Public Utilities Commission operation; employee training & development*. Ability to analyze & conduct formal hearings &/or interpret extensive variety of technical, legal, accounting & economic materials & information & determine specific course of action; understand technical engineering terminology; use statistical analysis; conduct legal/technical research related to utility industry & regulatory law; handle sensitive contacts with utility company officials, government agencies & general public; write complex legal reports, recommendations, digests & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law within State of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice law.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Utilities Attorney Examiner 2	63882	14	08/20/2006	35

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently presides over hearings in complex cases in designated area of utility regulation (e.g., telephone, water, transportation, gas, electric, rate proceedings), conducts pre-hearing conferences, rules on motions & other procedural matters concerning pre-hearing discovery, coordinates scheduling of hearings, presides over presentation of testimony & re-opens cases in order to obtain additional evidence & to complete record.

Reviews cases in appellate status (i.e., reviews exceptions to original recommendation & replies, analyzes testimony & other evidence presented at hearing, researches relevant legal issues, prepares digest which summarizes issues raised in exceptions & replies & sets forth reviewer's recommendation concerning disposition of case) & drafts proposed opinions & orders.

On project basis, monitors & provides training in appropriate hearing techniques, research of legal issues & preparation of reports & proposed opinions & orders to lower-level utilities attorney examiners & legal aides.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; public relations; Public Utilities Commission policies & procedures; quasi-judicial hearing process, business principles; economics; federal &/or state laws governing regulation of utilities or motor transportation & railroads or rate setting; administrative law, rules & procedures concerning Public Utilities Commission operations. Ability to conduct formal hearings &/or analyze & interpret extensive variety of technical, legal, accounting & economic materials & information & determine specific course of action; understand technical engineering terminology; use statistical analysis; conduct legal/technical research related to utility industry & regulatory law; handle sensitive contacts with utility company officials, government agencies & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio; 12 mos. trg. or 12 mos. exp. in one or more of following fields: economics, finance, accounting, engineering, physical or natural sciences, natural resources, environmental studies or utilities regulation.

-Or alternative, equivalent evidence of the Minimum Class Qualifications for Employment noted above may be substituted for the experience, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice law.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Senior Utilities Attorney Examiner	63883	EX	01/05/1997	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs & supervises legal activities & staff assigned to section (e.g., gas, electric, transportation, rates, telephone, water) (i.e., supervises professional & administrative staff consisting of subordinate utilities attorney examiners, legal aides & clerical personnel; develops & implements policy & procedural guidelines for assigned section; analyzes technical information involved in regulatory proceedings concerning designated area of utilities or motor transportation companies & railroads or rate setting; reviews proposed commission opinions & orders to ensure compliance with relevant statutes, judicial decisions & commission precedents; acts in absence of utilities legal director in matters involving regulation of designated utilities or motor transportation companies & railroads or rate setting; provides legal advice & recommendations to commissioners concerning complex legal & policy issues affecting assigned area; drafts legal memoranda & issues sheets concerning such issues);

OR

functions as legal expert in designated areas of utility regulation (e.g., gas, electric, telephone, water transportation, rate setting)(i.e., provides legal advice & recommendations concerning complex legal issues, policy positions & technical information, defines policy positions & new issues, drafts legal memoranda & issues sheets concerning such issues), supervises lower-level utilities attorney examiners & legal aides on project basis, trains assigned staff concerning conducting of hearings, analysis of evidence & legal issues & preparation of proposed commission opinions & orders & acts in absence of utilities legal director on matters dealing with designated areas of utilities regulation or motor transportation & railroads or rate setting.

Presides over most difficult & complex cases involving regulation of gas & electric utilities which includes fuel & gas cost recovery proceedings, or motor transportation companies & railroads including those involving large sums of money or rate setting involving extremely large sums of money & affecting utility customers throughout state or telephone & water utilities including those involving large sums of money, rules on motions & other procedural matters involving pre-hearing discovery, scheduling of hearings & presentation of testimony, analyzes technical, financial, economic & other information including testimony & other evidence, researches relevant legal issues, receives & maintains confidential sensitive documents & records concerning pending regulatory cases & drafts proposed commission opinions & orders.

Acts as liaison with commission staff & federal, state & municipal officials to provide legal advice & assistance, or drafts proposed commission rules & legislation to be sponsored by commission & reviews & analyzes proposed legislation to determine its impact upon commission, regulated public utilities & public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; management*, manpower planning*, employee training & development; supervision; public relations; Public Utilities Commission policies & procedures; quasi-judicial hearing process; business principles; economics; federal &/or state laws governing regulation of utilities or motor transportation & railroads or rate setting; administrative law, rules & procedures concerning Public Utilities Commission operations. Ability to conduct formal hearings &/or analyze & interpret extensive variety of technical, legal, accounting & economic materials & information & determine specific course of action; understand technical engineering terminology; use statistical analysis; conduct legal/technical research related to utility industry & regulatory law; establish friendly atmosphere as section supervisor or legal expert; handle sensitive contacts with utility officials, government agencies & general public; write complex legal reports, digests & position papers; write &/or write rules & legislation.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio; 12 mos. as Utilities Attorney Examiner 2, 63882 or 12 mos. comparable legal or technical experience in one or more of the following fields: economics, finance, accounting, engineering, physical or natural sciences, natural resources, environmental studies or utilities regulation.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Utilities Examiner Legal Director	63885	EX	01/05/1997	47

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as legal director for Public Utilities Commission (i.e., coordinates activities of technical & legal staffs to ensure effective implementation of commission's decisions, prepares proposed policies & procedures, develops goals & objectives & designs programs to implement same), plans, directs & supervises all legal operations through utilities examiner deputy legal director or senior utilities attorney examiners, to include training of staff, case assignments, review of proposed orders to be considered at public meetings held by commission & controls & administers departmental budget.

Coordinates efforts of legislative liaison & technical staff in providing analysis of & recommended changes in legislation pending before General Assembly concerning utility or transportation matters within jurisdiction of commission & in providing proposed legislation desired to be sponsored by commission.

Coordinates legal research & analyses of all matters which may be appealed to Supreme Court of Ohio with appropriate section of Attorney General's Office & evaluates, in conjunction with Attorney General's section, merit of assignments of error set forth in applications for re-hearing & advises commissioners regarding proper disposition of each.

Drafts special legal memoranda & reports on orders as directed by public utilities commissioners.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; manpower planning; employee training & development; supervision; public relations; Public Utilities Commission polices & procedures; quasi-judicial hearing process; business principles; economics; federal &/or state laws governing regulation of utilities, motor transportation & railroads & rate setting; administrative law, rules & procedures concerning Public Utilities Commission operations. Ability to analyze & interpret extensive variety of technical, legal, accounting, engineering & economic materials & information & determine specific course of action; conduct legal research related to utility industry & regulatory law; write administrative policies & procedure, develop goals & objectives & design programs to implement same; establish friendly atmosphere as departmental director; handle sensitive contacts with utility officials; government officials & general public; use statistical analysis; write &/or edit legislation; write complex legal memoranda, legal reports or orders.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio; 4 years legal or technical experience in one or more of the following fields: economics, finance, accounting, engineering, physical or natural sciences, natural resources, environmental studies or utilities regulation. regulations; 12 mos. exp. in legal or technical management/supervisory position.

-Or alternative, equivalent evidence of the Minimum Class Qualifications For Employment noted above may be substituted for the experience, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel.