



OFFICE OF PUBLIC UTILITY COUNSEL
PUBLIC COUNSEL, TONYA BAER

OPEN: #17-01
CLOSE: September 21, 2016
Until Filled

SPECIAL COUNSEL

(GENERAL COUNSEL IV)
Monthly Salary: \$7,667 - \$9,167
(Commensurate with Qualifications)

GENERAL DESCRIPTION:

Performs highly advanced (senior-level) legal work under the direction of the Public Counsel. Work involves interpreting laws, regulations, and rules; rendering legal advice and counsel; preparing legal documents; consulting with experts; preparing cases for hearing or trial; and coordinating the drafting and negotiation of contracts. Performs complex legal duties with respect to the development and implementation of the agency's budget, procurement, contracting, employment issues, open records, records management, and performance measures and ensures agency compliance with state and federal laws and regulations. Represents the agency in hearings, negotiations, disputes, rulemakings, and other matters as requested by the Public Counsel. Participates in assigned projects, including the development of policies, rules, standard procedures and forms, review and implementation of legislative changes and similar projects. Represents the interests of the residential and small commercial consumers in administrative agency proceedings, including contested cases, rulemaking proceedings, projects, and appeals. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB DUTIES:

1. Advises agency management on programs, processes, and issues involving legal risks.
2. Reviews laws, rules, and regulations affecting agency operations and administration to ensure agency compliance with appropriate state and federal laws.
3. Provides legal advice and opinions to the Public Counsel and identifies appropriate legal solutions.
4. Provides updates on pertinent legal issues affecting the agency.

5. Consults with the Public Counsel to develop appropriate solutions to the legal needs of the agency.
6. Assists Public Counsel in pursuit of the goals, objectives, and mission of the agency.
7. Participates in the agency's strategic planning process, including the development and management of performance measures.
8. May formulate, coordinate, and establish agency policies and procedures at the direction of the Public Counsel.
9. Directs and responds to requests for public information.
10. Negotiates and manages contracts.
11. Represents the agency on employment issues including EEOC investigations and unemployment hearings.
12. Provides representation of the agency and coordinates with the Office of the Attorney General in civil and criminal actions brought by or against the agency.
13. May attend and participate in legislative committee hearings and meetings.
14. Responds to utility and regulatory related calls from the legislature, the public, and the press when appropriate.
15. Assesses cases, rulemakings, and projects and recommends to the Public Counsel appropriate intervention or action.
16. Provides representation in administrative hearings, rulemakings, projects, and appeals on behalf of residential and small commercial consumers.
17. Represents the Office and participates in business meetings, hearings, conferences, and seminars or on boards, panels and committees.
18. Assists the Public Counsel and performs special projects, related work, and other duties as directed by the Public Counsel.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a J.D. degree.
- Licensed and eligible to practice law in Texas. Must be a member in good standing of Texas State Bar.
- Ten years of experience in Texas state agency strategic and budget planning process, including the development and management of performance measures.
- Ten years of experience directing all legal activities of a Texas state agency, including agency compliance with state and federal employment laws.
- Experience representing a Texas state agency on employment actions including EEOC hearings/mediations or unemployment benefits hearings.

- Ten years of experience in the practice of administrative law involving Texas regulated electric, telecommunications, water, or wastewater utilities, of which five years should have been in a supervisory or management position.

PREFERRED QUALIFICATIONS:

- Fifteen plus years of experience in Texas state agency strategic planning and budget planning process.
- Fifteen plus years of experience directing all legal activities of a Texas state agency, including agency compliance with state and federal employment laws.
- Fifteen plus years of experience in the practice of administrative law involving Texas regulated electric, telecommunications, water, or wastewater utilities.
- Five years of experience serving on an ERCOT committee.

HIGHLY PREFERRED QUALIFICATIONS:

- Twenty plus years of experience in agency strategic planning and budget planning process.
- Twenty plus years of experience directing all legal activities of a Texas agency, including agency compliance with state and federal employment laws.
- Twenty plus years of experience in the practice of administrative law involving electric, water, wastewater, or telecommunications utility regulation.

MILITARY OCCUPATION CODES:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Remarks:

- Licensure to practice law in Texas of the selected candidate will be verified through the State Bar of Texas.
- The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- OPUC participates in E-verify and will provide to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- A satisfactory driving record may be required for driving a state or personal vehicle to conduct agency business. Employees may have their driving record evaluated.
- Employees are required to comply with Office policies and provisions outlined in the employee handbook.
- The Office of Public Utility Counsel has a Post-Employment Restriction – details furnished upon request.

APPLICATION: Send State of Texas application, official law school transcript, and references to:

Texas Office of Public Utility Counsel
ATTN: Janalee Paiz
P.O. Box 12397
Austin, TX 78711-2397
Phone: 512-936-7515
Fax: 512-936-7525
Email: janalee.paiz@opuc.texas.gov

The Office of Public Utility Counsel is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied opportunity due to the disability. The applicant should communicate requests for reasonable accommodation.