

State of California

# Memorandum



**Date:** September 22, 2015

**To:** The Commission (October 1, 2015 Meeting)

**From:** **Commissioner Committee on Policy and Governance**  
**Commissioners Randolph and Florio**  
**California Public Utilities Commission**

**Subject:** Proposed CPUC Commissioner Job Description

We propose the attached Commissioner Job Description for the Commission's consideration and approval. This has been discussed several times at Policy and Governance Committee meetings, and we have incorporated input from present and former Commissioners, Commission staff, and members of the public.

Because of the number of internal governance initiatives going on at the CPUC, we propose annual review of the substance of the Commissioner Job Description from the date of adoption of this Memorandum. The next review would occur in October 2016.

We anticipate that the Commissioner Job Description will be incorporated into the Commission's governance policy framework that is presently being developed as part of the strategic planning process.

Category: <b>Governance</b>	Title: <b>Commissioner Job Description</b>
Date of Adoption: [ ]	Policy Number: [xx]
Next Review Date: October 2016	Adoption Via: Commission Resolution
Monitoring Method: Commission-Level Review	Frequency of Review: Annual

The California Public Utilities Commission (CPUC) promotes and serves the public interest by protecting consumers and ensuring the provision of safe, reliable utility service and infrastructure at just and reasonable rates, with a commitment to environmental protection and a healthy California economy.

CPUC Commissioners are public officials defined in the California Constitution, appointed by the Governor and subject to confirmation by the California Senate.

Purpose: The five-member California Public Utilities Commission is both the governing body for the CPUC, 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 CPUC staff. In so doing, the Commission identifies and defines the values and vision of the CPUC, along with the quantitative and qualitative results that CPUC 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, ratesetting 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 ratesetting 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, Chief Administrative Law Judge and Internal Auditor. Similarly, set specific expectations for Executive Director, General Counsel, Chief Administrative Law Judge, and Internal Auditor, 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 individual 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 organization-wide functions and initiatives, including enterprise risk management, program monitoring and assessment, internal audits, strategic planning, and employee recruitment and retention, 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.