

State of California

Public Utilities Commission
San Francisco

M E M O R A N D U M

Date: April 6, 2018

To: The Commission
(Meeting of April 26, 2018)

From: Committee on Policy and Governance -
Commissioner Liane Randolph and
Commissioner Clifford Rechtschaffen

Subject: Adoption of Revised Commissioner Job Description

On February 7 and March 21, 2018, the Committee on Policy and Governance reviewed and endorsed the revised Commissioner Job Description, one of the California Public Utilities Commission's governance policies. Redlined and clean versions are attached.

The Commissioner Job Description was revised to reflect the Commissioners' commitment to participate in outreach to communities potentially impacted by the Commission's proceedings, and to adhere to the newly adopted Tribal Consultation Policy. Other minor modifications were also made.

The Committee requests that the Commission approve the revised Commissioner Job Description.

ATTACHMENT

COMMISSION POLICY	
<p>Category: Governance Process</p> <p>Date of Adoption: June 23, 2016</p> <p>Last Date and Venue of Review: February 7, 2018, at Commissioner Committee on Policy & Governance</p> <p>Date of Adopted Revision: _____, 2018</p>	<p>Title: Commissioner Job Description</p> <p>Policy Number: GP-2</p> <p>Resolution No.</p> <p>Resolution No.</p>

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 may adopt 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.

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

The Commissioners’ job duties are to:

1. Prepare for, attend, and participate in the Commission’s regular business meetings and other public functions that the CPUC uses to conduct its business.
2. Participate fully in Commission business meetings by evaluating decisions carefully and voting always with the public’s interest and statutory mandates in mind. Participate in outreach to communities potentially impacted by the Commission’s proceedings, including meetings with Native American tribes where the tribe is engaged in a Commission proceeding.
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.
4. Actively monitor assigned proceedings while endeavoring to meet applicable deadlines.

5. 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.
6. 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 evaluations for these positions annually.
7. Via the Commission's strategic directives, set clear performance expectations for staff.
8. Set or refine overarching policy for the CPUC, and set clear expectations for staff implementation of statute and Commission policy.
9. Monitor the staff's efforts to accomplish the strategic directives, and evaluate changes in the CPUC's position and direction annually.
10. Provide appropriate supervision, personnel direction and policy leadership to the individual Commissioner's advisory and administrative staff.
11. 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.
12. Represent the Commission to the California Legislature, to the public, and to key groups with an interest in the actions of the Commission.

Monitoring Method: Commission Report
Frequency: Annual

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