

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: E81**

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**CLASSIFICATION: ASSISTANT CITY ATTORNEY – PUBLIC UTILITIES**

**DEPARTMENT: CITY ATTORNEY**

**CLASS DEFINITION:** To provide a variety of professional legal services to the Public Utilities Department relating to utilities matters, including bulk power purchases, transmission and distribution rights, complex agreements, resolutions and ordinances, legislative issues and litigation.

**DISTINGUISHING CHARACTERISTICS:**

This class is responsible for the most difficult, sensitive and highly complex cases in the Public Utilities Department and is distinguished from the next lower level, Deputy City Attorney IV, by its administrative responsibilities and skill in independently handling legal issues and cases of increasing complexity and risk to the city with experienced legal judgment and acumen.

**SUPERVISION RECEIVED:**

Receives supervision and general direction in the processes and performance of assignments from the City Attorney. Assignments are received through the City Attorney from the Public Utilities General Manager and/or Public Utilities senior management personnel. This position is directly supervised by the Senior Assistant City Attorney in the Civil Division of the City Attorney's Office.

**EXAMPLES OF JOB FUNCTIONS:** Responsibilities and duties may include, but are not limited to, the following:

Provide complex legal support and representation to the Public Utilities Department on a wide range of electric and water issues, including the negotiation of agreements, rights, settlements and proposed actions.

Represent the Department in hearings, meetings and conferences before regulatory agencies, legislative bodies, other industry representatives, the business community, the general public and other City staff.

Provide legal support, consultative services and representation to Department management on a variety of utilities matters, including the drafting of resolutions and ordinances; the rendering of written and oral opinions; and the preparation of staff reports and correspondence.

Provide complex staff assistance to the City Attorney, the Public Utilities General Manager and to Utilities senior management staff.

Participate on a variety of boards and commissions; and attend and participate in professional group meetings in the fields of law and utilities.

Coordinate contacts, information and legal services with other legal firms contracted to the Department.

Respond to citizen inquiries and assist in resolving difficult and sensitive complaints.

Participate on a variety of boards and commissions; attend and participate in professional group meetings in the field of law.

Serve as a mentor to Deputy City Attorney I, II, III, and IV.

Perform related duties and responsibilities as required.

### **JOB RELATED QUALIFICATIONS:**

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive responsible experience in the field of municipal law, including an extensive background in the utilities industry, particularly in matters pertaining to bulk power, transmission and distribution, generation, water and environmental regulations.

Knowledge of: Legal principles and practices of municipal, civil, constitutional and administrative law; environmental law; power generation, transmission and distribution laws and regulatory bodies and processes relating thereto; tort law and liability; judicial procedures and rules of evidence; methods of legal research; statutes and court decisions relating to civil rights, rights of access and eminent domain; ordinances, statutes and court decisions relating to municipal corporations, public utilities and investor owned utilities; and pertinent Federal, State and local laws, codes and regulations.

Ability to: Train and review the work of professional personnel; provide complex administrative and professional staff assistance to the City Attorney, the Public Utilities General Manager and Department senior managers; assist in the implementation of Department goals, objectives and practices; represent the Department and the City in a variety of judicial and administrative proceedings; analyze, appraise, organize and present facts, evidence and precedents in a clear and logical manner; analyze and prepare a wide variety of legal documents; conduct research on legal problems and prepare sound legal opinions; research, analyze and evaluate new program techniques, methods and procedures; interpret and apply Federal, State and local laws, regulations, policies and procedures; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including a variety of City and other government officials, other utilities industry representatives, legislative personnel, community groups, and the general public.

License/Certification Required: Possession of a valid California Driver's License by date of appointment. Membership in the State Bar of California and license to practice in the Federal courts.

### **WORKING CONDITIONS:**

Environmental Conditions: Work in an office environment. May be required to perform field assignments.

**Physical Conditions:** Due to the nature of work assignments, incumbents must be able to perform in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

**OTHER:**

**FLSA Designation:** Professional Exempt

**Unit Designation:** Professional Management

**CAREER LADDER INFORMATION:** Experience gained in this classification may serve to meet minimum qualifications for Senior Assistant City Attorney – Civil.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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