

Department: 17
Organization: 173002
Job Code/Title: 1663100

Public Utility Commission Pu Admv Lw Jdg Phil Off Administrative Law Judge

Position Number: 52796

**Announcement
Number:** 19-17

County: Philadelphia

Work Location: 801 Market Street
Philadelphia, PA

Type of Job: Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: 99

Seniority Unit: Philadelphia

Type Position: Permanent / Full Time

Salary Range: \$81,565 - \$123,913

Pay Schedule / Range: UT / UT11

Posting Length: 15 days

Posting Dates: 3/30/2017 - 4/13/2017

Contact Number: (717)787-8714 or smarciano@pa.gov

Information: If you anticipate the need for an accommodation due to a disability, please inform the Human Resource Office at the time an interview is scheduled.

A regular work schedule will be assigned within the hours of 7:30 a.m. 5:00 p.m. (E.g., 7:30 am – 4:00 pm, 8:00 – 4:30, 8:30 – 5:00, etc.)

Description of Duties: Conduct formal on-the-record administrative hearings assigned to the OALJ.

Prepare initial and recommended decisions for the Pennsylvania Public Utility Commission based upon the evidence developed on the record by the parties. The initial or recommended decision should be complete, thorough and timely. They should also comport with established standards of analysis and formatting.

Decide all prehearing motions and hearing motions by issuance of written orders which dispose of all relevant legal and/or factual issues, as appropriate.

Conduct prehearing conferences to narrow issues, establish discovery and hearing schedules, and address other related issues, as necessary.

Regulate discovery efforts of the parties and respond to discovery motions.

Preside at hearings to develop a complete public record which will support an order, initial or recommended decision.

Review applications for issuance of subpoenas and issue subpoenas when and where necessary and appropriate.

Review requests for issuance of protective orders and issue written orders granting or denying the request, as appropriate.

Make rulings on offers of proof and receive relevant evidence.

Decide procedural requests by parties of record.

Take any other actions as authorized by the Public Utility Code and the Commission's regulations.

Manage assigned cases to ensure a prompt and fair resolution of the case.

As assigned by the CALJ, sit as a settlement judge and attempt to resolve outstanding issues between parties.

As required, perform special functions related to office management, attend conferences, task force and/or committee meetings.

Essential Functions: Ability to know or learn applicable statutes, policies, regulations, Constitutions, and case law bearing on issues raised in assigned cases.

Ability to efficiently conduct legal research, as needed.

Ability to travel to hearing locations outside state office building where headquartered.

Ability to comprehend written and/or spoken technical details in a broad spectrum of fields including, but not limited to, accounting, civil engineering, finance, fixed utility systems, design and planning, fuel purchasing, etc.

Ability to analyze positions of parties based on technical information.

Ability to work cooperatively with legal, technical and clerical support staff.

Ability to focus on essential issues and eliminate unimportant issues.

Ability to compose decisions and other documents based on relevant law and facts, disposing of issues and deciding cases.

Ability to control the conduct of participants during hearings and produce a clear, adequate record.

Ability to conduct conferences (including settlement conferences) and arbitrations and to learn use of mediation techniques.

Ability to maintain calm and/or reasonable demeanor in the face of provocation by participants at hearings.

Ability to recognize and resolve ethical problems.

Ability to manage assigned cases to provide prompt and fair decisions meeting statutory and Commission-established time limits.

Ability to operate or learn to operate telephones and equipment such as calculators, dictating machines, duplicating machines, computers, printers and other office machines.

Last Date Job Applications Will Be Accepted: **Thursday, April 13, 2017**

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Five years of professional experience in the practice of law and presently an attorney in good standing before the Pennsylvania Supreme Court, including at least three years in one or a combination of the following varieties of specialized experience:

A judge of a court of record with primary responsibility for drafting proposed opinions and orders.

The head, member or counsel of a governmental regulatory body holding formal hearings and making or recommending decisions on the basis of the record of such hearings.

Experience in a government regulatory body as an examiner, Administrative Law Judge officer or employee presiding over formal hearings and making or recommending decisions on the basis of the records of such hearings.

Preparation or presentation of cases at formal hearings conducted by governmental regulatory bodies or court proceedings relating thereto.

Preparation and trial of cases in courts of record or the preparation and appeals there from, which evidence skills in the area of regulation with which the AU shall be concerned.

Service as a responsible official of a governmental regulatory body, whose duties require him/her to review, analyze, evaluate and recommend action to be taken, and assist in the preparation of opinions by the head (or heads) of the body on decisions or recommended decision on cases made by hearing officers on the record of formal hearings, or render responsible assistance to the head (or heads) of the body in the preparation for, or hearing of cases to be formally heard, cases coming for a formal hearing before the head (or heads) of the body, or in the preparation of decisions by the head or heads of the body of such cases.

Teaching Administrative Law, Public Utility Law, Motor Carrier Law, Government Regulation of Business, Securities Regulation, Evidence, Corporations or Taxation in a college or law school.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

Eligibility - Competitive Promotion Without Examination Only

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:

- Appeals Referee Program Manager
- Attorney Examiner
- Appeals Referee

Or in a classification at Pay Scale Group 8, 9 or 10 where there is a clear linkage between the knowledge, skills, and abilities required to perform the duties of that class and the knowledge, skills, and abilities required of the Administrative Law Judge class. Applications submitted will be reviewed to determine if an applicant's current or previous class has a logical occupational, functional, or career development relationship to the Administrative Law Judge class.

Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 4/13/2017.

Application Instructions

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)787-8714

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination.](#)

How to apply - all candidates:

The following materials must be mailed and received on or before **Thursday, April 13, 2017:**

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PUC Bid Form](#)
4. Resume

All application materials must be received by 4:30 p.m. on the closing date of this posting. We accept scanned applications to the email addresses above. Applicants using the interoffice mail system must allow sufficient time to be received by 4:30 p.m. on the closing date. Late applications will not be accepted. Please note that all materials should be submitted to the address listed below and NOT submitted directly to the Civil Service Commission or to any other Commonwealth Agency through either the website or the U.S. mail. Failure to adhere to these instructions will result in your materials not being considered for this position.

To be considered for this vacancy, all applicants must meet the minimum experience and training requirements.

In addition to the application materials listed above, individuals applying for Voluntary Demotion

must submit a letter of interest acknowledging reduction in pay.

If interested in applying by mail, please send above specified materials to:

**Public Utility Commission
Human Resources Office
400 North Street
3rd Floor, Keystone Building
Harrisburg, PA 17120
Fax Number: 717-772-3177**