



BRIAN SANDOVAL  
Governor

STATE OF NEVADA  
PUBLIC UTILITIES COMMISSION

ALAINA BURTENSHAW  
Chairman

REBECCA WAGNER  
Commissioner

DAVID NOBLE  
Commissioner

CRYSTAL JACKSON  
Executive Director

**Unclassified Position Announcement**

**CHIEF ATTORNEY / GENERAL COUNSEL**  
Commission's Office of the General Counsel

The Public Utilities Commission of Nevada is seeking qualified applicants for the position of Chief Attorney / General Counsel. The position will be filled through appointment by the Commission and will be conducted in an open, public meeting.

**Recruitment:** This is an open competitive recruitment, open to all qualified persons.

**Approx. Annual Salary Up To \$118,156** (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 6 furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.

**Resumes And Required Information Will Be Accepted Until: 12:00 p.m. Monday, July 8, 2013**

**Recruiting For:** An unclassified full-time position located in Carson City or Las Vegas, Nevada.

**The Position:** General Counsel, under the authority of the Commissioners as a whole, is appointed by and serves at the pleasure of the Commissioners. General Counsel is responsible for directing and supervising professional level legal division staff and ensuring the goals and objectives of the division and Commission are appropriately met. The General Counsel is charged with representing the Commission's interests in all proceedings in state and federal court and before legislative committees, various state and federal regulatory agencies, including the FERC and the FCC, and acts as liaison between the Commission and various entities, including but not limited to other state entities such as the Office of the Attorney General and the Office of the Governor; advises and counsels individual Commissioners, the Hearing Officer, Executive Director, Administrative Attorneys, Legal Case Manager, Policy Advisors and other staff of the Commission on the application of regulatory laws and statutes to Commission policies, powers, duties, precedents, and procedures; and reviews and approves Commission notices, orders, notices of agenda meetings, regulations, legislation and other legal documents prepared by administrative attorneys and the legal case manager. The General Counsel is responsible for case management and reviewing the Commission's administrative procedures to assure compliance with the Administrative Procedures Act as well as other statutes and regulations applicable to the Commission. The General Counsel also reviews, develops, and is responsible for the work product of the division, including the assistant general counsels.

NORTHERN NEVADA OFFICE  
1150 East William Street  
Carson City, Nevada 89701-3109  
(775) 684-6101 • Fax (775) 684-6110

<http://puc.nv.gov>

SOUTHERN NEVADA OFFICE  
9075 West Diablo Drive, Suite 250  
Las Vegas, Nevada 89148  
(702) 486-7210 • Fax (702) 486-7206

**Skills Required:** Must be able to work independently with minimal supervision as well as in a team environment in collaboration with Commissioners, Executive Director, other division managers, attorneys, economists, engineers, and auditors. Must be able to work with a broad range of people and objectively engage in work procedures, products or processes. Must have a high degree of organizational professionalism, leadership abilities, and excellent oral and written communication skills. Must be able to direct, mentor and motivate division personnel; research, analyze, produce, review and edit division work product; compile and summarize information and prepare periodic or special reports related to case assignments; and contribute effectively to the successful accomplishment of divisional and Commission goals, objectives, and activities. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. Must be available for travel (typically up to 25% of the time) is required.

**Minimum Qualifications:** Graduation from an accredited law school and active membership in the Nevada State Bar and five or more years of increasingly responsible experience as a practicing attorney, with at least three years experience in administrative and/or utility regulatory law that includes litigation experience or with a regulatory consulting firm with emphasis on administrative law that includes litigation experience. Additionally, the position requires professional level administrative and supervisory experience of attorneys in a law office or legal department.

**Supplemental Questionnaire:** Responses to the supplemental questionnaire must include extensively detailed information with time frames regarding education and experience. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as identified on your resume) where you gained the background asked for in the question. Absence of experience/training asked for in a question would not necessarily be disqualifying.

1. Describe your regulatory experience.
2. Describe your administrative law experience.
3. Describe your employment law experience.
4. Describe your experience with Nevada's Open Meeting Law and Public Records Law.
5. Describe your litigation experience.
6. Describe your Legislative experience in the following areas: a) developing BDRs; b) analysis of a Bill's Impact on Department/Agency; and/or c) testifying before the Legislature.
7. Describe your administrative and supervisory experience of attorneys.
8. Describe how hiring you for this position would add value to the Commission.

**Recruitment / Appointment Process:** The Commission appointed an internal selection committee. The internal selection committee, with guidance from the Commission's Personnel Officer, will review resumes and required information that meet the minimum qualifications to determine which candidate(s) to interview, develop interview questions, conduct the interviews and select no more than two finalist(s) for recommendation to the Commission. The finalist(s) resumes and required information will be provided to the Commissioners and will become a part of the public record at an open, public meeting to be held at the Commission's Carson City and Las Vegas offices on Tuesday, July 16, 2013 at 9:30 a.m. During this meeting, the Commission may accept or reject the finalist(s).

**Interviews:** The internal selection committee will be conducting interviews on or around Thursday, July 11, 2013. Candidates selected for interview will be notified by the Commission's Personnel Officer by 4:00 p.m. on Tuesday, July 9, 2013, of their scheduled interview time. Interviews may be conducted via video conferencing between Carson City and Las Vegas.

**Resume and Required Information:** Failure to provide the resume with all the required information will be deemed an incomplete submittal and may not be considered.

1. Cover Letter
2. Resume
3. Supplemental Questionnaire
4. Recent Unedited and Candidate Authored Writing Sample
5. Professional References
6. Open Public Meeting Notice Acknowledgement

**Submit Resumes and Required Information / Direct Inquiries To:**

Donna Skau, Commission Secretary/Personnel Officer  
Public Utilities Commission  
Email [dskau@puc.nv.gov](mailto:dskau@puc.nv.gov)

Posted: 6/25/13



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OPEN PUBLIC MEETING NOTICE

I, \_\_\_\_\_, hereby acknowledge that I have received actual notice of the Public Utilities Commission, or selection committee thereof, intent to consider my resume and required information for the position of Chief Attorney / General Counsel.

Date and Time: Tuesday, July 16, 2013 at 9:30 a.m.

Place of Meeting: Public Utilities Commission  
Hearing Room B  
1150 E. William Street  
Carson City, Nevada 89701

Video Conference To: Public Utilities Commission  
Hearing Room B  
9075 W. Diablo Way, Suite 250  
Las Vegas, Nevada 89148

I further acknowledge that the consideration of my resume and required information may be conducted in an open, public meeting and that my resume and required information related thereto may become a part of the public record.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date