



State of Washington
Administrative Law Judge

SALARY	\$77,616.00 - \$138,360.00 Annually	LOCATION	Thurston County – Lacey, WA
JOB TYPE	Exempt	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-02257	DEPARTMENT	Utilities and Transportation Commission
DIVISION	Administrative Law	OPENING DATE	02/23/2024
CLOSING DATE	3/24/2024 11:59 PM Pacific		

Description

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

Respect. Professionalism. Integrity. Accountability.



Help protect the consumers of Washington state!

Administrative Law Judge (multiple positions)

Range of Consideration: \$77,616 - \$138,360 annually
(Exempt Management Service - Band 3)

These positions are exempt from civil service rules.

An initial review of applications will begin on March 8, 2024, with a second review scheduled for March 15, 2024. It is recommended that you submit your application materials prior to this date for consideration.

UTC reserves the right to render a hiring decision and/or choose to close or extend this recruitment at any given time.

Hybrid: Although this is a hybrid opportunity, the successful incumbent must reside within Washington state.

Travel: Occasional travel during and outside normal work hours throughout the state for public meetings or hearings related to commission filings may be required.

The Opportunity:

The Washington Utilities and Transportation Commission (UTC) is looking to fill two (2) **Administrative Law Judge positions within the Administrative Law Division**. These are full-time exempt positions that manage a variety of legal proceedings relating to regulation of utility and transportation companies.

The Administrative Law Division is responsible for addressing legal issues presented to the Utilities and Transportation Commission (UTC) for resolution. The position's duties and responsibilities contribute to achieving the UTC's goals of protecting public safety and ensuring utility and transportation company service rates, terms, and conditions are fair, just, reasonable, and sufficient.

Who We Are:

Our mission is to protect the people of Washington by ensuring that investor-owned utility and transportation services are safe, equitable, reliable, and fairly priced.

We protect consumers by regulating the rates, services, and practices of private or investor-owned utilities and transportation companies to ensure they are safe, equitable, reliable, and affordable.

The UTC is continually recognized for its excellence and integrity as a regulatory agency, as we challenge the status quo and ourselves to ensure equitable outcomes for our customers and the people of Washington State.

We recognize that our employees are the key to the agency's success. We are committed to our work but value balance with our personal lives. We demonstrate our commitment to employees by providing an environment that stimulates professional growth, and offers continuing learning opportunities, meaningful work, and a comprehensive benefits package. For more information about our benefits or working at UTC, please visit our [website](#).

What We Offer Our Employees:

- UTC fosters an environment of [diversity, equity, inclusion and belonging](#), while striving to hire and retain a workforce from the communities we serve.
- We place importance on a healthy balance between personal and professional lives; offering flexible work schedules, wellness programs, and mobile and telework opportunities.
- Through the state, our employees (and their families) are offered options for medical, dental, vision and basic life insurance.
- We offer enrollment into the state retirement programs and a deferred compensation plan.
- Throughout a calendar year, employees receive a minimum of 14 days of vacation leave per year and 12 paid holidays, in addition to accruing sick leave.

Our Values:

- **Respect** - We treat every person and interaction with consideration and goodwill.
- **Professionalism** - We are committed to excellence in our work and conduct.
- **Integrity** - We do the right things for the right reasons - trusting others to do the same.

Our Equity, Diversity, and Inclusion (EDI) Competencies:

1. EDI Knowledge, Understanding, & Commitment.
2. Self-Awareness and Commitment to Growth.
3. Cultivating Mutually Beneficial and Trusting Strategic Partnerships.
4. Inclusive Excellence & Allyship.

Duties

The Administrative Law Judge:

This position resolves legal, policy, and factual disputes as the presiding officer or mediator in adjudications and as part of a team of commission staff in rulemakings. The positions also advise the Commissioners on procedural, legal, and policy matters and works with the Commissioners to prepare final orders. Responsible for demonstrating excellent legal analysis and writing, as well as creative and strategic thinking, applied in matters having significant long-range impacts in constantly evolving regulatory frameworks.

What you'll do:

Responsible for independently managing and conducting simple and complex adjudicative proceedings that often involve multiple issues, many parties of record, and development or application of novel or unique issues of law and policy. You will ensure that commission orders reflect sound, lawful principles and manage rulemaking proceedings in conjunction with professional staff assuring all legal requirements are met. In doing so, you may administer oaths, receive testimony and/or evidence, and examine witnesses in adjudicative proceedings before the commission. May issue subpoenas, enter orders directing persons to produce records for the commission, issue penalty assessments, or find probable cause to issue complaints on behalf of the commission. Mediates disputes as opportunities arise and maintains personal, professional, and ethical standards at the highest level.

Additional duties include, but aren't limited to the following:

- Exercise independent thought while preparing initial orders in cases over which the position presides without the Commissioners. Prepares other orders, manages the case record, and makes recommendations for the Commissioners' ultimate decision on matters that are the subject of final orders.
- Responsible for drafting language to implement law and policy in orders resolving contested cases, either independently or under the direction of the Commissioners and in consultation with policy advisors.
- Direct statewide impact on residential and business consumers of utility and transportation services and work on decisions that can have multi-million-dollar impacts on regulated companies.

Qualifications**Required Qualifications:**

- A juris doctorate degree from an accredited law school **OR** successful completion of a law clerk program pursuant to Washington Admission to Practice Rule (APR) 6.
- Experience serving as an administrative law judge, commissioner, attorney, advisor, or other equivalent role in matters involving utility or other regulation, administrative law, or comparable legal issues requiring legal analysis and the application of law to fact.

Knowledge, skills, and abilities in the following:

- Excellent analytical, oral and written communication skills.
- Judicial temperament, including the ability to be objective, balance competing interests, manage an administrative hearing, and develop and implement policies consistent with applicable law and record evidence.
- Working knowledge of rules governing the admissibility of evidence and procedural issues consistent with pertinent law.
- Ability to work effectively as part of a team with commissioners, advisors, staff, parties, and interested persons.
- Demonstration of the UTC Values and EDI competencies outlined within this posting.

Desired Qualifications:

- Current or inactive membership in good standing of a state bar association.
- Advanced litigation management skills, particularly in complex litigation involving diverse interests advocated by multiple participants.
- Demonstrated understanding of economics, accounting, corporate finance, regulatory rate making, and utility and transportation company operations, as well as public policies that relate to these areas.

- Demonstrated understanding of technical and public policy issues and the ability to achieve policies lawfully and consistently.
- Formal training and experience as a mediator or facilitator of decisions in group settings.

Supplemental Information

How to Apply:

If you're interested in joining our Team, please follow the instructions below carefully; click **"Apply"** at the top of the page to begin your application.

To be considered for this position, please attach the following items along with your completed application:

1. **Letter of Interest:** Describing how you meet the position qualifications and why you believe you are the ideal candidate.
2. **Resume:** Detailing your applicable experience and education.
3. A copy of your **law school transcript(s)** – unofficial is acceptable.
4. A **brief legal writing sample**, preferably no more the ten (10) pages that you have written without contribution, assistance, or substantive editing by anyone else demonstrating your professional work.
5. **References:** At least three (3) professional references with current telephone numbers and email addresses; include your current or most recent supervisor.

This position is open until Sunday, March 24, 2024, at 11:59pm. It is recommended that you submit your application materials prior to this date for consideration.

Our agency will only contact the top candidates to be invited for an interview. The initial screening of applications will be solely based on the contents and completeness of the application, including Supplemental Questionnaire along with the **letter of interest, resume, references, and any other requested materials as outlined above** submitted as part of the application process. Please note that a resume will not substitute for completing the "work experience" section of the application.

All information may be verified, and documentation may be required for verification. Candidates may be disqualified if the education and/or work experience does not include information used to meet the minimum qualifications of the job.

The Utilities and Transportation Commission is an equal opportunity employer. We want to make sure you have an equal opportunity to join our team. Our commitment is making sure current and future employees are treated fairly and equally without regard to age, sex (including gender identity), race, ethnicity, disability, sexual orientation, veteran status, marital status, or religious or political affiliation.

Persons needing accommodation in the application process or this announcement in an alternative format may contact humanresources@utc.wa.gov. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6384.

For more information about the UTC, please visit:

www.utc.wa.gov, www.twitter.com/wautc and www.facebook.com/wautc

The State of Washington:

<http://access.wa.gov>

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our

benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: If the position offers benefits which differ from the following, the job posting should include the specific benefits.

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems' web site](#).

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time

on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>

Administrative Law Judge Supplemental Questionnaire

*QUESTION 1

Have you attached the required materials for consideration, which includes your letter of interest, resume, law school transcript(s), writing sample, and three (3) professional references to your application?

- Yes
 No

*QUESTION 2

Do you have a juris doctorate from an accredited law school OR successfully completed a law clerk program pursuant to Washington Admission to Practice Rule (APR 6)?

- No, I do not have any of the above.
 Yes, I have earned a juris doctorate from an accredited law school.
 Yes, I have successfully completed a law clerk program pursuant to Washington Admission to Practice Rule (APR 6).

*QUESTION 3

Please briefly describe your experience as it relates to energy regulation. Include dates, agency/company, and position held. Please indicate N/A if none.

*QUESTION 4

Which of the following best describes your experience serving as an administrative law judge, commissioner, attorney, advisor, OR other comparable position in matters involving utility or other regulation, administrative law or comparable legal issues requiring legal analysis and the application of law to fact?

- None although willing to learn.
 Less than one (1) year of experience.
 Developing experience. (One (1) to three (3) years of experience as indicated above.)
 Skilled. (Three (3) to five (5) years of experience as indicated above.)
 Expert. (Five (5) or more years of experience as indicated above.)

*QUESTION 5

Describe your professional experience as it relates to the question above. Include your role, dates, agency/company worked at. Please indicate N/A if none.

*QUESTION 6

Briefly describe your experience with applying rules governing the admissibility of evidence and procedural issues consistent with law.

*QUESTION 7

Which of the following best describes your experience managing adjudications and/or rulemakings?

- Less than six (6) months of experience or training.
 Developing experience. (Completion of employer-sponsored training or higher education program. Minimum six (6) months applying this competency in the workplace.)
 Skilled. (One (1) to three (3) years' experience successfully and regularly applying this competency in the workplace.)

- Expert. (Three (3) or more years of experience with extensive, polished knowledge applying this competency in the workplace.)

***QUESTION 8**

Do you have a current or inactive membership in good standing of a state bar association?

- Yes
- No

***QUESTION 9**

Describe your professional experience with advanced litigation management skills, particularly in complex litigation involving diverse interests advocated by multiple participants.

* Required Question