



## Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive		Attorney III	549-025-5795-011
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Legal Office		Senior Staff Counsel	R02
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Legal Office		Sacramento, HQ	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required			Chief Counsel
POSITION DESCRIPTION			
<p>Under general direction of the Chief Counsel in the Department of Parks and Recreation’s Legal Office in Sacramento and independently performs sensitive legal services with broad discretion. This position provides legal advice and assistance to Department Managers, Supervisors, and Staff on matters related to law enforcement and professional standards of law enforcement officers. This position will practice in the following areas of law: Constitutional, Penal Code, Government Code, Public Resources Code, Public Contract Code, Vehicle Code, Administrative, and Tort Liability. This position will represent the Department at State Personnel Hearings and other administrative hearings. Performs other duties as required. Some travel is required.</p>			
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
30%	<b>Law Enforcement and Emergency Services Division</b> As assigned, responds to inquiries from Department Managers and Staff, develops strategies and tactics in disputes or litigation, researches legal issues, and provides legal analysis, advice and assistance, including training; review and drafting of agreements and other legal documents in the following areas (1) agreements with other agencies, including law enforcement agencies and contracts with various entities, (2) enforcement of penal statutes and regulations, development of law enforcement policies, constitutional matters including First Amendment and search and seizure, (3) Senate Bill 2 (2021) regarding certification of peace officers, Senate Bill 16 (2021) regarding citizen complaints, and Senate Bill 1421 (2018) regarding release of peace office records, and Pitchess motions, and 4) guidance and expertise on Law Enforcement specific personnel issues. Coordinates with the Attorney General’s Office on litigation related to law enforcement matters or involving peace officers.		
30%	<b>California Public Records Act Requests</b> Serves as attorney on responding to requests received by the Department pursuant to the California Public Records Act (“CPRA”) related to the Department’s law enforcement matters. Assists the lead CPRA attorney with training to Department employees regarding compliance with the CPRA.		
25%	<b>Professional Standards</b> Acts as a member of the Professional Standards unit within the Department’s Law Enforcement and Emergency Services Division. Assists in investigations review, advises on the Public Safety Officers Procedural Bill of Rights (“POBR”), provides advice on the development of progressive discipline and other personnel documents and matters, which includes representing the Department at State Personnel Board hearings regarding adverse actions and rejections during probation, and other hearings related to discipline and certification of peace officers before an administrative law judge.		



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<b>10%</b>	<b>Park Operations</b> Reviews and assists with drafting proposed legislation, regulations, and policy and advises Department Managers and Staff regarding various other matters related to Park Operations.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Office setting with a Monday – Friday, 8:00 am to 5:00 pm work schedule.		
<b>TELEWORK DESIGNATION:</b>		
This position is telework eligible office centered.		
<b>SPECIAL REQUIREMENTS:</b>		
California State Bar License		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>



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Executive		Attorney	549-025-5788-XXX
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Legal Office		Staff Counsel	R02
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Legal Office		Sacramento, HQ	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required			Chief Counsel
POSITION DESCRIPTION			
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