



Classification: Attorney IV	Position No. 140-5780-002
CBID: R02	Office: Office of Chief Counsel
Date Prepared: February 6, 2020	Division: Small Office
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES NO

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general supervision of the Chief Counsel, the incumbent, in consultation with the Chief Counsel, performs the most complex and sensitive legal work and will support the Human Resources and Support Services Branch and the Equal Employment Opportunity (EEO) in legal issues. The incumbent will work independently and as a team lead (coordinating theories, analyses, and practices) on the most difficult and controversial matters, and in close coordination with administrative staff, Executive Office, the Chief Counsel, and Commissioners.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
35%	Provides the most complex and sensitive legal advice and support on matters concerning hiring, adverse actions, investigations regarding administrative and EEO, employee grievances, employee relations, conflicts of interest, and other matters as directed. Ensures legal advice is provided timely, accurate and complete, and presents alternative courses of action and analysis of those alternatives where appropriate and with a recommendation. (E)
20%	In consultation with the Chief Counsel, supports the adoption and implementation of employment and administrative policies. Confers and works closely with the Human Resources and Support Services Branch and EEO in development and implementation of policies; gathers necessary background, interpretation, and context of issues; and provides critical responses on compliance inquiries from control agencies. (E)
20%	Represents the Energy Commission in judicial and administrative litigation involving personnel matters, by developing strategy, dealing with opposing counsel, filing pleadings, briefs, and other documents, examining/cross examining witnesses, and making oral arguments. (E)
10%	Proposes, drafts, and analyzes responses regarding issue impacting labor, human resources, and EEO. Negotiates settlements on behalf of the Energy Commission. (E)



10%	Ensures all Energy Commission activities comply with the Public Records Act, the Open Meeting Act, and the Political Reform Act. (E)
5%	Performs other duties as required consistent with the specification of this classification. (M)

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Employee Attorney IV	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Supervisor Assistant Chief Counsel	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date



Classification: Attorney III	Position No. 535-140-5795-XXX
CBID: R02	Office: Chief Counsel's Office
Date Prepared: February 26, 2020	Division: Small Office
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES NO

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under general supervision of an Assistant Chief Counsel or the Chief Counsel, depending on the assignment, the incumbent is expected to be an expert in the more complex and sensitive legal work concerning the Human Resources and Support Services Branch and the Equal Employment Opportunity (EEO) Office. The incumbent is expected to work independently and with minimum supervision (coordinating theories, analyses, and practices) on difficult and controversial matters, and in close coordination with administrative staff, Executive Office, the Chief Counsel, and Commissioners.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
35%	Provides legal advice and support on complex and sensitive matters concerning hiring, adverse actions, investigations regarding administrative and EEO, employee grievances, employee relations, conflicts of interest, and other matters as directed. Ensures legal advice is provided timely, accurate and complete, and presents alternative courses of action and analysis of those alternatives where appropriate and with a recommendation. (E)
20%	In consultation with the Chief Counsel, supports the adoption and implementation of employment and administrative policies. Confers and works closely with the Human Resources and Support Services Branch and EEO in development and implementation of policies; gathers necessary background, interpretation, and context of issues; and provides critical responses on compliance inquiries from control agencies. (E)
20%	Represents the Energy Commission in judicial and administrative litigation involving personnel matters, by developing strategy, dealing with opposing counsel, filing pleadings, briefs, and other documents, examining/cross examining witnesses, and making oral arguments. (E)



10%	Proposes, drafts, and analyzes responses regarding issues impacting labor, human resources, and EEO. Negotiates settlements on behalf of the Energy Commission. (E)
10%	Ensures all Energy Commission activities comply with the Public Records Act, the Open Meeting Act, and the Political Reform Act. (E)
5%	Performs other duties as required consistent with the specifications of this classification. (M)

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____ Employee Attorney III	_____ Supervisor Assistant Chief Counsel	Date	Date