

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name VACANT	Classification Name Attorney I/Assistant General Counsel	Position Number 326-410-5778-XXX
Division/Unit Legal Division/General Counsel	Date	Prior Position# (if applicable)

SUMMARY OF RESPONSIBILITIES

Under direction of the General Counsel, the Assistant General Counsel supports the General Counsel in the successful implementation of the administrative and operational functions of the Legal Division. Duties of the Assistant General Counsel include, but are not limited to:

Description of Essential Functions:

- 30% Assist the General Counsel in supporting the Division's administrative and operational matters; providing legal advice and opinions to Department staff in legal matters relating to their programs to ensure consistency and compliance with law; and establishing and maintaining resources, tools, policies, training and other support to facilitate the effective work of the Division. Research and draft written work product in administrative and operational matters. Provide research and analysis in ethics matters.
- 20% Assist the General Counsel in serving as the Division's lead coordinator with the Enforcement Division in certain civil rights investigations, including in case grading, case analysis, and investigative discovery to ensure consistency and compliance with law. Serve as the Division's lead coordinator with the Executive Programs Division in matters as needed.
- 20% Conduct legal analysis and review of the administrative and operational work of the Legal Division and the work of other divisions within the Department.
- 10% Defend the Department in lawsuits, threatened litigation, and administrative complaints or filings, including in personnel matters. Represent the department in mediation and in the state and federal trial courts in these matters.
- 10% Assist the General Counsel in responding to requests and other administrative matters from the Governor's Office, the Attorney General's Office, the Business, Consumer Services, and Housing Agency, other state control agencies, CRD Executive Staff, the United States Equal Employment Opportunity Commission, and the United States Department of Housing and Urban Development.

Marginal Functions:

5% May respond to third party subpoenas and Public Records Act requests in compliance with the Department's procedures.

5% Other duties as assigned by the Assistant Chief Counsel in the Legal Division.

Desirable Qualifications:

- Exceptional leadership skills.
- Knowledge of and experience with civil rights laws; litigation; public and administrative law; and laws, rules, and procedures governing the administrative and operational functions of state government.
- Knowledge of and experience with developing and implementing policies and procedures.
- Ability to manage conflict and sensitive issues.
- Ability to use sound judgment.
- Ability to work with people, including opposing counsel, in a professional and civil manner.
- Commitment to public sector service.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to perform the essential functions of the job successfully:

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Requires occasional travel to attend meetings and trainings and to conduct depositions, trials, interviews, and mediations.

Supervision Received:

The Assistant General Counsel receives general supervision from the General Counsel and may receive direction from the Chief Counsel and Deputy Chief Counsel.

Supervision Exercised:

None.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel.

Personal Contacts:

The Assistant General Counsel has daily contact with the Department attorneys, other members of the Legal Division, and Departmental management and staff.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in such information being released to unauthorized persons and/or incorrect information forming the basis for personnel management decisions.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Incumbent's Signature

Date

Supervisor's Signature

Date