



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

## DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Office of the General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5778 - 007
DIVISION/UNIT Legal Services	CLASS TITLE Attorney
INCUMBENT NAME	WORKING TITLE Staff Counsel- Legal Services

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Assistant General Counsel and administrative direction of the General Counsel or Deputy General Counsel, the Staff Counsel performs professional legal work on a broad range of legal issues. The Attorney is considered a developmental classification for persons qualified to practice law in the State of California. The Attorney acts in a generalist capacity as in-house counsel and provides client-centered legal services and counsel regarding a broad array of different legal issues arising in connection with all California State Teachers’ Retirement System (CalSTRS) operations, programs, and functions. The Attorney provides direct support to the General Counsel or Deputy General Counsel on assigned legal matters.

% 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.
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	<p><b>ESSENTIAL FUNCTIONS</b></p>
35%	Provide generalized legal representation, advice and guidance; act as in-house counsel to the agency and perform in-depth legal analysis and provide expert legal representation to all programs and functions within CalSTRS, as directed. Provide formal and informal oral and written advice to CalSTRS staff; research and draft advisory letters to authorized employers and exclusive representatives of public employees under short time frames; prepare and make formal and informal presentations; work with and coordinate with outside counsel or consultants as assigned. Conduct legal research; interpret laws and regulations; study, interpret and apply laws, review precedent and other legal authorities in connection with legal issues identified in review of the business and organizational activities of CalSTRS. Provide expert legal advice, guidance and representation on the Teachers Retirement Law (TRL) and other state and federal laws.
30%	Research, draft and review documents, including but not limited to memoranda, leases, pleadings, waivers, correspondence, settlement agreements, publications, guides, handbooks, web and online content, responses to documents or records requests, and personnel related writings. Participate in the development, review, analysis and implementation of legislation, regulations, policies and procedures. Provide legal guidance, as assigned.
20%	Provide legal support on procurement matters, including but not limited to, contracts, contract amendments, CMAS agreements, interagency agreements, consulting services agreements, joint ventures, informal and formal solicitations, non-disclosure agreements, contract language development and updates, and contract negotiations and dispute resolutions. Provide legal analysis and input on compliance and third-party risk. Provide legal support on technology related procurement matters.
10%	Actively participate in and support organization wide projects. Attend and participate various meetings and activities, as assigned; attend meetings of the CalSTRS Board and its committees, prepare materials and presentations; present to the Board and committees as directed by leadership. Draft and finalize Board minutes and summaries, as assigned.
	<p><b>MARGINAL FUNCTIONS</b></p>
5%	Participate in department-wide projects requiring legal participation, as assigned.

## COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility

- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

**Classification Competencies.** All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Analytical Thinking
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Learning
- Managing Work
- Organizational Awareness
- Written Communication

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED