

DUTY STATEMENT



1. Institution/Division/Office: Central Office/Executive/CALPIA		2. Unit/Industry/Enterprise: Legal Services Unit	
3. Classification Title: Attorney III		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-022-5795-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general direction of the Chief Counsel I, CEA, the incumbent will be assigned the most difficult and complex legal issues; serve as the lead attorney; operate under minimal supervision; exercise broad discretion and independently apply all aspects of laws and regulations related to administrative hearings, civil litigation, OSHA appeals, and state contracting. Must develop and maintain collaborative working relationships with clients, colleagues, public, and stakeholders as well as act with a high ethical standard. Work Schedule: Flexible schedule, part-time telework is available for this position.			
8. Work Schedule:			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
30%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> Acts in a lead capacity, independently assists and advises CalPIA managers and supervisors in the most complex and difficult labor related legal issues including reviewing complaints, and investigation reports pertaining to employee misconduct and grievances. Research statutory and regulatory authorities, as necessary, to advise appropriate courses of action. Advises CalPIA's ERO officer with drafting, reviewing, and approving Notices of Adverse Action and other administrative notices. Oversees employee misconduct and EEO investigations conducted by California Department of Corrections and Rehabilitation (CDCR), Office of Internal Affairs and CalPIA EEO Officer.	
25%		As lead attorney, independently represents CalPIA in all phases of complex proceedings before the State Personnel Board and California Department of Human Resources from informal stages through administrative hearings, including subsequent petitions and appeals. Acts as lead counsel and assists CalPIA attorneys when needed. Travels to various locations, as necessary, to meet with, interview, and prepare staff for administrative reports, and advises the CalPIA EEO officer. Prepares responses to the Department of Fair Employment and Housing and Equal Employment Opportunity Commission complaints when needed.	
25%		Prepares advisory memorandum to executive staff on potential liability and risk mitigation strategies. Provides litigation monitoring and assistance to the Office of the Attorney General (OAG) for all phases of civil actions filed against CalPIA. Serves as CalPIA point of contact with OAG and CalPIA staff related to civil proceedings. Assists with advising CalPIA staff, gathering information, documentation and preparing responses to discovery. Reviews OAG billing statements and recommends payment approval. Analyzes evidence and drafts responses to complex grievance appeals and staff misconduct complaints filed by incarcerated individuals. Assists with analyzing and drafting responses to reports related to pending class action lawsuits filed against CDCR.	
15%		As lead attorney, independently represents and provides counsel to CalPIA in proceedings before the California Occupational Safety and Health Appeals Board. Acts as lead counsel and assists CalPIA attorneys when needed. Reviews OSHA citations to determine appropriate action, reviews investigation reports, for investigating and preparing responses to OSHA requests for information. Provides expert legal assistance to support the deliberations and policy decisions of CalPIA executive staff. This includes providing confidential advice on sensitive policy considerations. Develops and reviews contracts for compliance with law and policy. Reviews and evaluates complex contract disputes.	
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<p>9. Percentage (%) of time performing duties:</p> <p style="text-align: center;">5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Provides legal assistance and support for CalPIA, including, but not limited to: research legal issues, draft advice memorandums and letters. Provides back-up support and acts for the General Counsel when needed. Performs other job-related duties as assigned, which may include travel.</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Performs other related duties as required to fulfill CalPIA’s mission, goals, and objectives. Statewide travel may be required. Additional duties may include, but not limited to: assisting where needed within the program, which may include special assignments; complying with state and CalPIA administrative reporting requirements (i.e. completion of timesheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attending staff meetings; providing assistance to CalPIA’s other attorneys; developing and providing training to CalPIA staff in areas related to federal, state, regulations, and local laws and; and providing backup coverage for other attorneys when they are out of the office.</p>
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11. SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

<p>PRINT EMPLOYEE NAME:</p> <p>Vacant</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME:</p> <p>Julie Harlan</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL:</p> <p>JS 4/22/24</p>		