

DUTY STATEMENT



1. Institution/Division/Office: Central Office/Executive/CALPIA		2. Unit/Industry/Enterprise: Legal Services Unit	
3. Classification Title: Attorney		4. Proposed Incumbent (if known):	
5. Current Position Number (Agency-Unit-Class-Serial): 063-022-5778-xxx		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the General Counsel, performs a wide range of legal assignments within the Legal Unit. Must develop and maintain collaborative working relationships with clients, colleagues, public, and stakeholders as well as act with a high ethical standard.			
8. Work Schedule: Flexible schedule, part-time telework is available for this position.			
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.	
25%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Assists and advises the health and safety staff regarding Department of Industrial Relations, Division of Occupational Safety and Health (OSHA) regulations and requirements. Represents CalPIA at administrative hearings before the Occupational Safety and Health Appeals Board. Reviews OSHA citations to determine appropriate action. Analyzes investigation reports and prepares responses to OSHA requests for information. Travels to various locations, as necessary, to conduct investigations and meet with health and safety staff. Provides assistance to staff at CalPIA enterprises regarding OSHA regulations and health and safety requirements.</p>	
20%		<p>Analyzes evidence and drafts responses to grievance appeals and staff misconduct complaints filed by incarcerated individuals. Reviews confidential investigation reports, coordinates gathering information with staff, and analyzes statutes, regulations, policies, and court rulings affecting the programs and duties of CalPIA.</p>	
20%		<p>Works on litigation-related matters such as coordinating with legal counsel representing CalPIA, reviewing briefs, drafting subpoena responses, researching case law, and completing evidence preservation and review. Provides legal analysis to support the deliberations and policy decisions of CalPIA executive staff. Researches and analyzes legislation regarding laws that may affect CalPIA. Provides advice, including written memoranda, on workers' compensation and reasonable accommodation matters.</p>	
15%		<p>Assists and advises Business Services Contract Unit staff with contracting and labor related legal issues involved in public contracting. Advises staff on Public Contract Code, Labor Code and regulations governing public works contract provisions, prevailing wage requirements, and other conditions required by the Department of Industrial Relations. Reviews and approves contracts.</p>	
10%		<p>In less complex personnel matters, reviews Notices of Adverse Action and represents CalPIA in all phases of proceedings before the State Personnel Board and California Department of Human Resources from informal stages through administrative hearings, including subsequent petitions and appeals. Assists CalPIA attorneys in complex personnel matters. Travels to various locations, as necessary, to meet with, interview, and prepare staff for administrative hearings and depositions.</p>	
5%		<p>Assists the CalPIA Public Records Act Coordinator with responses to Public Records Act requests, including drafting written responses, reviewing responsive records, and researching statutes.</p>	
(Continued on Page Two)			

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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 memoranda 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 are not limited to assisting where needed within the program, which may include special assignments; complying with general 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.); attendance at staff meetings; provide assistance to CalPIA’s other attorneys; develop and provide training to CalPIA staff in areas related to federal, state, local laws, and regulations; and provide 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 5.8.24</p>		