



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive Programs	Attorney III	326-104-5795-002
UNIT/PROGRAM/SECTION	WORKING TITLE	CBID
Outreach & Education		R02
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>An Attorney III of the Outreach and Education Unit is a senior member of the team who is responsible for drafting and editing educational materials on a variety of legal topics, delivering high-quality legal trainings and presentations, and advancing CRD’s mission through the development of innovative educational initiatives. Under the general direction of the Assistant Deputy Director of Outreach and Education (Assistant Deputy Director), an Attorney III in the Outreach and Education Unit performs the duties listed below.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
25%	Performs the most complex, difficult, and sensitive assignments related to the Department’s education and outreach activities, including analyzing the Fair Employment and Housing Act and other laws enforced by CRD. Drafts, edits, and updates educational materials, including content for the CRD website, social media, online applications, and other external and internal resources.	
25%	Researches, develops, and updates trainings and presentations related to the civil rights laws enforced by CRD; arranges and delivers trainings to members of the public and stakeholders on the most complex aspects of California civil rights law, with a particular emphasis on fair employment matters; incorporates best practices in adult education, such as visual aids, interactivity, multimedia, and plain language.	
20%	Manages and leads various outreach and education projects, which may include the department’s Fair Chance Act compliance program, internal strategic planning efforts, collaborations with other CRD divisions, and other programs related to employment discrimination under the Fair Employment and Housing Act, Equal Pay Act, and other laws enforced by CRD.	
15%	Monitors and reviews issues pending before or finalized by the legislature, the courts, state and local agencies, and the federal government that impact CRD and advises Deputy Director of Executive Programs and the Assistant Deputy Director of the same by conducting legal research and preparing written analyses; assists with other functions of the Executive Programs Division, including reviewing complex appeals, PRA requests, and reporting; provides technical assistance and research support to other divisions of CRD.	
10%	Acts as the departmental liaison with a broad range of stakeholders, such as community organizations, advocacy groups, state/local agencies, and members of the public; represents CRD at in-person community events.	



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MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
<p>The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none"> • Requires ability to effectively handle stress, and work in a noisy and fast paced environment • Requires daily use of a personal computer and related software applications at a workstation for 6.5 to 7 hours per day • Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties • Requires prolonged use of a workstation for 6.5 to 7 hours per day • Requires dependability and excellent attendance records • Requires occasional travel to conduct state business 	
TELEWORK DESIGNATION:	
This position is designated as telework eligible-hybrid.	
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Experience with the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Ralph Civil Rights Act, and other laws enforced by the Department • Experience with civil rights litigation in employment, housing, public accommodations, hate violence, and/or human trafficking • Experience with the Department’s complaint process • Experience with training and educational pedagogy, including best practices for teaching legal concepts to lay audiences • Excellent research skills and analytical abilities • Outstanding oral and written communication skills, including the ability to communicate with different types of people in different roles • Strong initiative and work ethic • Ability and desire to learn new areas of the law and procedure • Ability to be organized, multi-task, and meet deadlines • Ability to manage complex projects • Openness to take direction and accept feedback from supervisors and managers • Ability to work with people in a professional and civil manner • Commitment to civil rights and public sector service 	
SPECIAL REQUIREMENTS:	
An Attorney III has daily contact with Departmental management and staff, control agency representatives, and the general public.	



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Failure to use good judgment in handling sensitive and/or confidential information could subject the Department to liability and/or negative media exposure, among other negative consequences.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE