



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 - 5780 - XXX
DIVISION/UNIT Litigation Services	CLASS TITLE Attorney IV
INCUMBENT NAME Vacant	WORKING TITLE Senior Counsel

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 general direction of the General Counsel or Deputy General Counsel, the Senior Counsel is responsible for performing the more complex and sensitive legal services in connection with various CalSTRS activities with minimum supervision and broad discretion. The Senior Counsel does not supervise lower-level attorney staff but may act in a lead capacity over the work of other attorneys and staff. The incumbent is expected to litigate in the more complex areas of the Teachers’ Retirement Law, represents CalSTRS in administrative hearings and other legal proceedings, drafts advisory opinions and other legal documents, and oversees the work of outside counsel on pending litigation.

% 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.

35%	<b>ESSENTIAL FUNCTIONS</b> Represent CalSTRS on the most complex administrative hearings, writ proceedings, and other legal proceedings with minimum supervision and broad discretion. Oversees and works in collaboration with outside counsel on transactional and litigation matters. Conducts legal research and analysis; drafts legal documents including pleadings and discovery; provides case strategy and analysis; and evaluates potential recovery and mitigates risk. Acts as lead to lower-level attorneys, and reviews items prepared by lower-level attorneys, as necessary. Presents proposed decisions and other matters to the Appeals Committee of the Teachers’ Retirement Board. May occasionally travel to hearing and court locations throughout California, as necessary and depending on availability of remote appearances.
30%	Provide expert legal advice and guidance with broad discretion and independence on the more complex and sensitive legal matters relating to the CalSTRS administrative remedy process and in connection with various CalSTRS-related matters. Conducts legal research and analysis; drafts advisory opinions and other legal documents; performs document review; recommends case strategy; and provides legal analysis on a variety of matters.
25%	Provide expert legal services and advice in support of various CalSTRS program areas regarding the more difficult, sensitive, and complex legal issues. Conducts expert legal analysis and provides legal opinions relating to a wide range of CalSTRS-related issues in connection with member benefits, employer audits, accounting, contracts, and various other issues as assigned. Analyzes and applies the Teachers’ Retirement Law and other relevant laws; performs legislative analysis; drafts legal documents, opinions and memorandums; and recommends legal strategy. Consults with outside counsel, as necessary.
5%	Attend the meetings of the Teachers’ Retirement Board and its committees. Drafts meeting minutes and summaries, prepares board materials, and presents information and action items to the board and its committees. Assists the General Counsel and Assistant General Counsel with board-related matters, as assigned.
5%	<b>MARGINAL FUNCTIONS</b> Participates in organization-wide projects and meetings 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
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**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
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