

Position Duty Statement

Date: December 5, 2024	Name of Incumbent: VACANT
Civil Service Title: Attorney V	Position Number: 364-200-5781-001
Working or Job Title: Assistant General Counsel	Division/Unit: Office of General Counsel
Supervisor's Civil Service Title: General Counsel (CEA)	Location: Sacramento
Supervisor's Working Title: General Counsel	Work Hours/Shift: Full-Time, Monday-Friday
Conflict of Interest Disclosure Category: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 N/A	License or Other Requirement: Current Membership in the California State Bar

Supervises:

None, however, the Assistant General Counsel may act in a lead capacity over the work of other attorneys and staff.

The Assistant General Counsel (AGC) is a critical member of the Office of General Counsel who assists the General Counsel in providing legal services for the Board of Governors in a timely, efficient, and client-focused manner; helps execute the Board of Governor's equity-centered mission; acts as a leader and mentor within the Office of General Counsel; works to ensure that the Office of General Counsel provides a productive and supportive work environment for all staff; adheres to the highest standards of professionalism and ethics; and exercises independent judgment under the direction of the General Counsel to perform a wide variety of legal and management responsibilities.

Program Identification:

The Office of General Counsel provides legal advice to the Board of Governors, the Chancellor, and Chancellor's Executive staff. The legal team is responsible for the following functions: drafting and reviewing proposed legislation and regulations; managing the Chancellor's Office grants and contracting processes; monitoring litigation; maintaining the Board of Governors' Procedures and Standing Orders; drafting and publishing legal opinions and guidance memoranda for the California Community Colleges; recommending legal policy; and keeping up-to-date on legal developments—particularly in the areas of education and public law. In addition, the legal team assists Chancellor's Office program staff to implement the Board of Governors' strategic objectives through the development of effective legal strategies and legal policy.

Summary Statement:

General functions. Under the direction of the General Counsel, the AGC performs the following functions: (1) conducts legal research; (2) works on appeals of discrimination complaints and conduct investigations as needed; (3) develops and drafts regulations; (4) drafts legal opinions; (5) prepares bill analyses; (6) reviews and revises contracts and grants, and drafts contract language, including maintaining contract templates; (7) researches and investigates community college compliance with law; (8) acts as lead attorney on projects with attorneys and staff; and (8) performs other legal duties as assigned.

Expertise and lead role. The AGC works as the Office's top-level legal expert in complex and difficult contracting, public finance, budget, and public law issues. The AGC works independently and with broad discretion and is involved in the most difficult and complex litigation which includes innovative or evolving legal theories and practices of law, using the highest levels of expertise and discretion. The AGC will function in a lead capacity over the contracting and related work of attorneys in the Attorney, Attorney III, and Attorney IV classifications, and will lead the work of OGC and program staff in the development of the most complex contracts involving sophisticated financing, budget, and other issues. The AGC is an expert in the governance in the California Community Colleges and can develop the most sophisticated legal strategies to effectuate Chancellor's Office objectives within that governance structure. The AGC leads the development and conduct of

trainings in their areas of expertise, advises Chancellor’s Office leadership, and develops and maintains Chancellor’s Office policies related to contracting, finance, and budgeting practices. The AGC engages with opposing counsel or representatives who have a high level of experience and specialization in contracting and related matters.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
30% (E)	Attorney Lead: under the direction of the General Counsel, act as the lead attorney in mentoring and guiding attorneys and staff in all OGC practice areas. Leads, trains, coaches and mentors through guidance and feedback to junior attorneys and CO staff, to include the Attorney IV’s, Attorney III, Attorneys and other legal staff.
25% (E)	Legal Research and Advice: Conduct legal research; perform legal analysis and interpretation of state and federal statutes, regulations and case law; provide internal advice to Chancellor’s Office clients; assist in strategy and tactics to resolve issues, disputes, and litigation.
10% (E)	Grants & Contracts: Work strategically with the agency's contracting staff to develop agreements that will advance Board of Governor’s goals and objectives, ensure compliance with state requirements, and improve clarity and enforceability. Develops expertise in contracting to provide advice to program staff; Negotiates contractual terms with vendors.
10% (E)	Legal Opinions: Provide timely and well-researched drafts of written legal opinions on legal issues of importance to the Chancellor’s Office, and the community colleges more generally.
10% (E)	Regulations: Work with agency staff and stakeholders to draft regulatory actions, including the preparation of all notices, regulatory text, comment responses and other documents necessary for the promulgation of a regulatory action under the Board of Governors and Chancellor’s Office procedures and practices.
5% (E)	Legislative Drafting and Analysis: Work with the Chancellor’s government relations team to review proposed legislation and draft legislative analyses and proposed bill language.
5% (E)	Responding Informally to Districts: Analyze and respond to written and telephonic requests from community college officials seeking assistance in the implementation and interpretation of state and federal laws affecting community colleges.
5% (M)	Other duties as assigned. Serves in an acting capacity for the General Counsel and takes on the General Counsel's leadership responsibilities in their absence.

SPECIAL PERSONAL CHARACTERISTICS:

- Commitment to principles of equity in public employment and education.
- Commitment to the vision of the California community colleges.
- Commitment to exercise the highest standards of professionalism and ethics.
- Ability to perform the most sophisticated legal duties independently and in a timely, efficient manner.
- Ability to work as part of a small, collegial team, to accept constructive feedback, and to offer constructive feedback to others.
- Ability to maintain a consistently positive attitude, along with open-mindedness, flexibility, and tact.
- Commitment to quality client service that exceeds client expectations.
- Excellent research, writing, editing, and organizational skills.
- Attention to detail and strong follow through.
- Strong time-management skills and an ability to meet deadlines and adjust to changing priorities.
- Reliability and punctuality.
- Ability to maintain confidentiality of sensitive work.
- Ability to exercise independent initiative.
- Ability to analyze unfamiliar situations and adopt effective courses of action.
- Willingness to work long and irregular hours when required.
- Willingness to provide backup for other staff to address workload and absences.
- Ability to work proficiently in Microsoft Word, Outlook, Excel, Westlaw, and Internet-based research.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to communicate confidently and courteously.
- Willingness to receive and follow direction from the General Counsel.
- Current membership to the California State Bar is required.

WORKING AND ENVIRONMENTAL CONDITIONS

- Ability access file documents in drawers low to the ground or abovehead.
- Ability to communicate clearly to a diverse community
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Work environment will be a hybrid of a climate-controlled office under natural and artificial lighting, and remote work from a home office.

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Signature:

Date:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:

Date: