

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME	CLASSIFICATION	POSITION NUMBER
Vacant	Attorney I	016-010-5778-XXX
DIVISION	UNIT	EFFECTIVE DATE
Executive	Legal Office	TBD

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Chief Deputy Director and leadership of the Chief Counsel (Attorney IV), the Staff Counsel (Attorney) is a legal advisor to the Department of Community Services and Development (CSD). The Staff Counsel (Attorney Ranges A and B) is an entry level attorney who is assigned progressively more difficult professional legal work as their experience level increases. The Staff Counsel is not expected to have any prior substantive knowledge of the subject areas of the Department but is expected to be able to perform competently as an entry level attorney, and to be capable of learning new material and skills and to grow and develop their professional abilities over time, commensurate with years of experience. Essential functions of this position are to accomplish assigned legal work in the specific areas outlined below, under supervision and seeking instruction and guidance from the Chief Counsel as necessary; to communicate effectively both orally and in writing, as required for the specific job duties, including by drafting correspondence and legal briefs; to communicate in a professional, respectful and productive manner with opposing counsel, clients, stakeholders, colleagues, and the public; and to demonstrate good judgment and act with high ethical standards.

Description of Essential Functions:

- 45 % Performs legal research and analysis to provide sound and supported verbal and written legal advice to Department executives, managers and staff on legal matters pertaining to internal administrative policies and the federal grants and low-income assistance programs managed or administered by the Department. Provides legal advice on issues involving, but not limited to, personnel actions, information technology and privacy policies, contractor monitoring reports, audits, policy and fiscal compliance, and implementation of federal guidance.
- 20 % Analyzes and/or drafts proposed regulations, legislation, and departmental policies.
- 20 % Reviews and drafts contractual language, ensuring compliance with the State Contracting Manual, procurement policies, and existing state and federal laws and regulations.

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- 5 % Assists in the reviews and responses to requests made pursuant to the California Public Records Act, California Code of Civil Procedure, and California Evidence Code.
- 5 % Advises on and coordinates review and investigation of whistleblower complaints.
- 5 % Performs other duties consistent with the classification, as required.

Supervision Received:

The Staff Counsel works under the administrative supervision of the Chief Deputy Director and receives general direction, guidance and feedback related to legal work assignments from the Chief Counsel.

Supervision Exercised:

None.

Administrative Responsibilities:

The Staff Counsel must maintain consistent and regular attendance. Informs, advises, and consults with the Executive team on programs and activities. Confers on issues requiring policy decision and control agency approvals. Attends various meetings and trainings to maintain knowledge and skills related to specific tasks, methodologies, materials, tools and assignments. Provides sound legal advice that is responsive to the organization's needs.

Personal Contacts:

The Staff Counsel works closely with the Chief Counsel and has daily contact with department staff, management, and executives. Dependent on departmental needs, the Staff Counsel may represent the Department in discussions with other state departments, California Office of Administrative Law, California Health and Human Services Agency, the U.S. Department of Health and Human Services, the U.S. Department of Energy, contractors, stakeholders, and members of the public.

Actions and Consequences:

The Staff Counsel handles issues concerning programs administered by the Department with significant fiscal implications. Failure to provide sound legal advice and exercise good judgment could subject the Department to costly litigation or compliance action, with significant adverse fiscal and policy consequences.

Performance Expectations:

- Provides the department with creative solutions to legal problems through an appropriate blend of exceptional legal analysis, acute awareness of policy and context, and common sense.
- Delivers all CSD staff timely and effective customer service, especially to ensure that CSD staff who work with our local contractors have meaningful legal guidance and their work involves legal interpretation and/or application.
- Consistently demonstrates the highest level of professional and legal ethics, keeping sensitive matters in strict confidence and taking seriously the

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government's responsibility to act prudently, objectively and within its lawful authority.

- Communicates opinions and recommendations effectively and in a variety of formats, including verbal, written and electronic.
- Remains informed on current department and agency events and issues.
- Available to provide assistance and sound guidance to all CSD staff.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the Department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

Job Requirements:

Ability to perform the essential functions of the job, with or without reasonable accommodations including communicate effectively, comprehend, evaluate, and follow written instructions, type and use personal computers.

Travel throughout California up to 5% of the time, by the most cost-effective methods of transportation, to attend meetings, conferences, and trainings.

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The Staff Counsel is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties outlined in this document.

Can you perform the essential functions of the position, with or without reasonable accommodation?

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_____ YES

_____ NO

If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE
JOB TITLE

DATE