

DUTY STATEMENT



1. Institution/Division/Office: CALPIA/Central Office/Executive		2. Unit/Industry/Enterprise: Legal Services	
3. Classification Title: CEA C		4. Proposed Incumbent (if known): TBD	
5. Current Position Number (Agency-Unit-Class-Serial): 063-022-7500-XXX		6. Effective Date: TBD	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the general direction of the General Manager, the Legal Division CEA directs the Legal Staff for the California Prison Industry Authority (CALPIA). Under the general direction of the Prison Industry Board (PIB) and Board Executive Officer, serves as the legal advisor to the Prison Industry Board (PIB). The CEA functions as a key policy advisor to the General Manager and the PIB on all legal matters and their related program impact. Must be an active member in good standing of the California State Bar.			
8. Work Schedule:			
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.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>The CEA plans, develops, and implements policies and procedures relating to the department's legal program; which includes the responsibility for planning, organizing, directing, coordinating, and reviewing the work of the legal staff and oversight of the development and drafting of all CALPIA regulations. Responsible for preparation of pleadings and briefs in connection with legal matters before the state boards and agencies and is required to appear before trial and appellate courts; advise and assist the Attorney General and other state agencies as needed.</p>	
25%		Serves as a member of the department's executive management team, the CEA actively participates in planning and policy development strategy sessions pertaining to all departmental matters and programs. The incumbent is a member of the department's Strategic Business Council, which makes policy decisions regarding the overall operation of the department.	
15%		The CEA, serves as a key policy advisor to the General Manager on all legal matters and the impact on the department's programs.	
10%		The CEA serves as a key policy advisor to the PIB on all legal matters and the impact on the board. Additionally advises the board on matters of board policy and procedures as well as open meeting laws and conflict of interest rules.	
5%		Provides ongoing oversight and coordination of CALPIA's Strategic Business Plan and Project Management Plan, both of which are essential to CALPIA's well-being and solvency.	
5%		Attends all PIB and CALPIA Executive Management meetings; prepares reports and presents findings to the PIB and CALPIA Executive Management on the status of legal matters, pending litigation, and matters of potential impact on CALPIA.	
(Continued on Page Two)			

