

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE March 4, 2025
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DFW DIVISION/BRANCH/REGION/OFFICE	POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5780-018
UNIT NAME AND LOCATION Office of the General Counsel	CLASS TITLE Attorney IV
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direct supervision of an Assistant Chief Counsel in the Office of General Counsel (OGC), all employees in OGC work at the general direction of the General Counsel. The position will independently perform complex and sensitive legal work with broad discretion, focusing primarily on cannabis enforcement and providing legal advice on complex matters related to CDFW's Cannabis Program.

PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	Independently represent the Department in complex administrative hearings related to cannabis violations. Exercise broad discretion to develop and pursue enforcement actions in collaboration with the Law Enforcement Division and scientific staff. Responsibilities include reviewing and summarizing reports and evidence, drafting pleadings, arguing motions, preparing witnesses, managing discovery, and conducting hearings. Coordinate with high-level local prosecutors and the Office of the Attorney General (OAG) as necessary for case development and coordination.
15%	Provide legal counsel to cannabis program staff, Cannabis Program Director, Director's Office, Chief of the Law Enforcement Division, and Regional Managers on complex legal issues related to cannabis law, enforcement actions, and policy development. Independently offer strategic guidance on the interpretation and application of evolving cannabis laws and regulations, balancing legal considerations with the Department's mission to protect natural resources.
15%	Foster collaboration with local and state agencies involved in cannabis-related enforcement actions, ensuring that legal strategies and compliance efforts align. Represent the Department in meetings with allied agencies to coordinate statewide regulatory efforts, facilitate compliance, and guide policy discussions related to cannabis regulations.
10%	Track, review, and provide ongoing legal support for cases in which the Office of the Attorney General (OAG) is representing the Department. This includes reviewing pleadings, assisting with discovery, advising on case strategy, and preparing witnesses. Offer legal expertise to ensure that cases are managed efficiently and effectively, helping to shape litigation strategies in complex cannabis-related legal disputes.
10%	Review and respond to Public Records Act (PRA) requests, subpoenas, and document requests, exercising independent judgment to determine exemptions and privileges. Provide expert legal guidance on the processing of these requests, ensuring compliance with legal requirements.

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5%	Provide expert legal review and guidance on permits, licenses, and agreements related to cannabis operations, ensuring compliance with state laws and regulations. Draft and negotiate complex cannabis-related agreements.
5%	Conduct in-depth legal research and analysis on emerging and evolving issues in cannabis law, with particular emphasis on environmental and conservation implications. Independently draft, review, and refine cannabis-related regulations to ensure alignment with the Department's goals. Participate in the adoption, amendment, and implementation of regulations pursuant to the Administrative Procedure Act (APA).
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked. Attend career development and training programs, seminars as appropriate to contribute to the achievement of Office of the General Counsel's goals and objectives.</p> <p><u>DESIRABLE QUALIFICATIONS:</u></p> <p>Extensive experience in independently managing complex legal cases, particularly in a regulatory or enforcement context. Exceptional oral and written communication skills, with the ability to engage and advise senior leadership, external agencies, and the public on complex legal matters. Expertise in drafting and negotiating complex legal documents, including pleadings, agreements, contracts, and regulatory frameworks. Knowledge of California's cannabis regulatory landscape.</p> <p><u>SPECIAL PERSONAL CHARACTERISTICS:</u></p> <p>Ability to organize, set priorities, and work independently under general supervision. Ability to thrive under pressure, managing high-stakes legal issues while consistently producing timely and high-quality legal work. Negotiate with tact and firmness. Develop positive working relationships to accomplish desired goals and objectives. Establish effective working relationships with all levels of staff within the Department. Work independently, cooperatively, and effectively with various federal, state and local agencies.</p> <p><u>INTERPERSONAL SKILLS:</u></p> <p>Demonstrates strong communication skills, both oral and written, with the ability to clearly explain complex legal issues to diverse audiences. Exhibits excellent collaboration and conflict resolution abilities, working effectively with multidisciplinary teams to achieve positive outcomes. Maintains professionalism and diplomacy in high-pressure situations, fostering a positive and solutions-oriented work environment.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected, when necessary, to complete assignments in a timely manner. This position will be located in Sacramento and offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy. Occasional travel may be required within the state of California. Travel may include overnight stays dependent upon departmental need.</p>
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE