

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

ADM-002

<b>Classification Title:</b> Graduate Legal Assistant	<b>Division/ Branch/Bureau:</b> Legal Division
<b>Working Title:</b> Honors Privacy Fellow	<b>Office/Unit/Section/Geographic Location:</b> Sacramento/San Francisco/Los Angeles
<b>Position Number (13 Digit) / CBID: R02</b> 411-160-5797-001	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**Core Values/Mission:** The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The CPPA implements and enforces the California Consumer Privacy Act (CCPA). The agency's responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**Position Concept:** Under the close supervision and direction of Assistant Chief Counsel of the Legal Division, the Honors Privacy Fellow provides legal and policy support in carrying out the functions of the CPPA's Legal Division. Duties include but are not limited to analyzing legal problems, routine legal research, and preparing drafts of legal documents, including memos, reports, regulations, and legislative measures.

**Special Requirements:**

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

**ESSENTIAL FUNCTIONS**

- 40% Researches and analyzes a broad range of legal issues pertaining to privacy and preparing written memos, reports, and drafts of legal documents, in order to provide legal and policy support to CPPA. Assists legal division staff with monitoring privacy-related legal developments in other jurisdictions.
- 35% Assists in drafting regulations that implement the CCPA and other laws within the CPPA's purview. Analyzes and assists with the review of comments in rulemaking process by gathering and organizing stakeholder input and comments before and during drafting of rules, and maintain stakeholder engagement in the rulemaking process and legal issues.

20% Assists on compliance with the CPPA's legal duties under the California Public Records Act, the Bagley-Keene Open Meeting Act, and other state laws. Organizes, indexes, and redacts documents in compliance with established policies, procedures, and office guidelines, utilizing Microsoft Office Suite and other appropriate software, to assist in the CPPA in responding to public information requests.

**Marginal Functions**

5% Other duties as assigned.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Professional office environment.
- Some travel required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature

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Date

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Printed Name

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

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Supervisor Signature

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Date

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Printed Name