**Name:**

 **Position #:**

 **Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**OFFICE OF STRATEGIC COMMUNITY PARTNERSHIPS AND STRATEGIC COMMUNICATIONS**

**DUTY STATEMENT**

**Staff Counsel**

**Salary: $7,413 - $9,977**

**OFFICE OF STRATEGIC COMMUNITY PARTNERSHIPS AND STRATEGIC COMMUNICATIONS**

Established within the Governor’s Office of Planning and Research (OPR) in 2022, the Office of Strategic Community Partnerships and Strategic Communications (OSCPSC) formalize and build on the work the state carried out as part of the 2020 Census and COVID-19 public awareness and community engagement campaigns. The OSCPSC will work directly with respective State departments to develop priority public awareness and community outreach initiatives, facilitate coordination and collaboration across State government to maximize impact in California’s communities, provide grant funding to CBOs and other partner organizations, and share community insights with relevant State and external stakeholders. OPR/OSCPSC is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

**SCOPE**:

Under the general direction and day-to-day supervision from OPR’s Chief Counsel, the Staff Counsel is responsible for providing research and analytical legal services needed to advise OPR and OSCPSC leadership in the legal implications of all of OSCPSC’s activities. The incumbent will support and coordinate OSCPSC’s agreements with agency partners and contractors, and, as needed, engage on litigation in coordination with the Attorney General and OPR’s Chief Counsel.

The incumbent must have a strong understanding of government contracting and procurement, conflict of interest and ethics laws, and Public Records Act request protocols. The incumbent must have a commitment to serving California’s diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. The incumbent must have an ability to travel up to 5% of the time and occasionally work on evenings, weekends, and holidays.

**SPECIFIC DUTIES**

**70% Program Contracts and Inter-Agency Agreements**

* Assist program staff with preparing and reviewing contracts for all OSCPSC contracts associated with the community-based organization network.
* Support and assist program staff with coordinating all OSCPSC contracts associated with the community-based organization network.
* Assist program staff with tracking all OSCPSC contracts associated with the community-based organization network.
* Prepare, review, and track all OSCPSC-related inter-agency agreements.
* Represent OSCPSC in presentations to and negotiations with government officials, interest groups, lobbyists, and citizens to describe OSCPSC’s role under any contracts and agreements.

**15%** **Organizational Legal Obligations**

* The Staff Counsel will provide legal support for ongoing and periodic organizational needs, including, but not limited to:
	+ Managing and directing responses to Public Records Act requests;
	+ Assist with ensuring staff compliance with all financial reporting requirements, ethics laws and regulations, and activities required for employment;
	+ Researching and advising on conflict of interest and ethics questions in coordination with OPR’s Chief Counsel, the Fair Political Practices Commission, and the Governor's Office of Legal Affairs;
	+ Prepare memorandums, issue briefings, and correspondence, as necessary; and
	+ In coordination with the California Attorney General’s Office and OPR’s Chief Counsel, represent, negotiate, and advise on litigation brought on behalf of or against OSCPSC. Recommend and advise OPR and OSCPSC leadership on positions to take related to the litigation.

**15% Other Duties**

* Under the direction of OPR’s Chief Counsel, perform other legal duties as assigned in furtherance of meeting organizational needs and goals.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction and day-to-day supervision from OPR’s Chief Counsel. May oversee the work of legal interns.

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

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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.**

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Supervisor Signature Date

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Executive Director Signature Date