

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS Monday - Friday		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA), Level C		WORKING TITLE Chief Counsel	
DEPARTMENT/DIVISION/DISTRICT/UNIT Board of Equalization/Executive Office/Legal Administration		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA	
SEERA DESIGNATION Managerial	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED CA State Bar Membership
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-311-7500-010	

The mission of the State Board of Equalization is to serve the public through fair, effective, and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the Executive Director of the California State Board of Equalization (BOE), the Chief Counsel serves as the principal legal advisor to the Executive Director, agency management, and the elected members of the BOE. Provides administrative direction, policy development, and manages projects in the Legal Department. Plans, organizes, directs, and manages attorneys and legal support staff with respect to the laws, rules, and regulations applicable to the tax programs administered by the BOE, state civil service, Board governance, litigation, administrative tax appeals, public records requests, contracts, and related duties. Participates in the agency's strategic decision-making process as an executive management team member.

The Chief Counsel has wide discretion and independence in the performance of duties and must be capable of functioning collaboratively and independently under pressure in politically sensitive situations to meet strict deadlines on an expedited basis.

Travel may be required to attend board meetings, hearings, conferences, and events.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT:	DUTIES:
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Plans, organizes, manages, and directs all legal activities of BOE's attorneys and legal staff through workflow coordination, staff development, and training as needed. Formulates, assists, or develops policies within the BOE Legal Department. Analyzes and makes recommendations on existing or proposed tax legislation. Responsible for the preparation of status reports, tracking, and reporting on projects and litigation. Conducts regular legal team meetings.
25%	Serves as the principal legal advisor to the Executive Director, agency management, and the Board of Equalization on a variety of legal matters, including the laws, rules, and regulations regarding Property Tax, Alcoholic Beverage Tax, Tax on Insurers; the Bagley Keene Open Meeting Act, litigation, administrative tax appeals, public records requests, contracts, state civil service laws, rules, and regulations set by control agencies such as the Department of Justice, Office of the Attorney General, Fair Political Practices Commission, Department of Finance, State Personnel Board, Department of Human Resources, and Department of General Services. Interprets and provides guidance on the implementation of legislation and court decisions, develops policy considerations, and resolves constituent inquiries.
15%	Serves as a member of the Executive Management Team and participates in policy decisions affecting all areas of the BOE and its operations. Identifies potential legal problems and recommends policies and solutions.

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15%

Participates in monthly Board Meetings, Board Work Groups, Informational Hearings, conferences, and other events; Works collaboratively and communicates with assessors' offices; interacts with taxpayers, the public, and other stakeholders. Travel may be required.

5%

MARGINAL JOB FUNCTIONS

Represents the BOE before state and federal courts and various state administrative bodies; acts as a liaison with the Department of Justice in litigation; provides support for regulatory and legislative changes; coordinates with the Office of Administrative Law in adopting regulations.

Other duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Work in an office setting with artificial light and temperature control.
- Ability to work under pressure to meet deadlines.
- Ability to work excess hours as required to achieve project schedule requirements.
- Availability to travel as needed.
- Provide back-up, as necessary, to ensure continuity of all legal department activities.

Physical Abilities:

- Ability to complete tasks that may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Ability to occasionally travel throughout the State of California.
- Ability to periodically work non-standard or excess hours to meet workload needs and demands.

Additional Requirements/Expectations:

- Active Membership in the California State Bar.
- Experience in providing legal advice on sensitive political issues and working in a political environment.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRD Approval Date: 04/02/2024

C&P Analyst Initials: HSA