

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATURAL RESOURCES LAW SECTION
DUTY STATEMENT**

NAME:

JOB TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: The Deputy Attorney General III performs difficult and sensitive legal work in the Natural Resources Law Section of the Public Rights Division for client agencies, some of which include: Department of Fish & Wildlife, Department of Water Resources, the Air Resources Board, the State Water Resources Control Board, the Regional Water Quality Control Boards, CalRecycle, the Department of Forestry and Fire Protection, the Department of Pesticide Regulation, and Department of Food & Agriculture. Cases in the section involve, but are not limited to, water and air quality matters, water rights, pollution cleanup, CEQA, endangered species and other fish and wildlife matters, recycling, waste management, timber harvest plans, fire suppression cost recovery, pesticide standards, agricultural matters, and business matters for the Science Center, Cal Expo, Cow Palace, and the state's District Agricultural Associations (state fairs). May review/oversee the work of others.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General and supervision of the Supervising Deputy Attorney General in the Natural Resources Law Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 lbs. of case files may be required. Travel to other parts of the state and out-of-state on occasion is required.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 45% Performs a variety of legal research and prepares a variety of difficult and technical legal documents in support of appeals, writs, trials and administrative hearings. Conducts discovery, makes appearances, and is an oral advocate before various federal and state courts and administrative bodies on difficult and sensitive cases.

- 45% Advises 80+ different client agencies, boards and commissions – generally grouped within CalEPA, the Natural Resources Agency, and the Department of Food & Agriculture – and the Attorney General on legal issues.

MARGINAL FUNCTIONS:

- 5% Advises various legal jurisdictions, public officials and representatives of public agencies on legal issues arising in the resources area of law. Assists in drafting and analyzing legislative measures and regulations on resources issues.

- 5% At the request of client agencies, conducts special investigations in the resource area and related fields. Advises the staff members on legal problems involving resources issues and general environmental law.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

First/Last Name
Employee's Signature

Date

First/Last Name
Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATURAL RESOURCES LAW SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General

STATEMENT OF DUTIES: The Deputy Attorney General performs the least complex and sensitive legal work in the Natural Resources Law Section of the Public Rights Division for client agencies, some of which include: Department of Fish & Wildlife, Department of Water Resources, the Air Resources Board, the State Water Resources Control Board, the Regional Water Quality Control Boards, CalRecycle, the Department of Forestry and Fire Protection, the Department of Pesticide Regulation, and Department of Food & Agriculture. Cases in the section involve, but are not limited to, water and air quality matters, water rights, pollution cleanup, CEQA, endangered species and other fish and wildlife matters, recycling, waste management, timber harvest plans, fire suppression cost recovery, pesticide standards, agricultural matters, and business matters for the Science Center, Cal Expo, Cow Palace, and the state's District Agricultural Associations (state fairs). The duties of the Deputy Attorney General progress from the simplest work in the least sensitive matters, to more complex, sensitive, difficult and varied legal work as Deputies advance from Range A through Range D

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General and direct supervision of the Supervising Deputy Attorney General in the Natural Resources Law Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift case files up to 25 lbs. may be required. Travel to other parts of the state and out-of-state on occasion is required.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 45% Performs a variety of legal research and prepares a variety of progressively difficult and technical legal documents in support of appeals, writs, trials and administrative hearings. Conducts discovery, makes appearances, and is an oral advocate before various federal and state courts and administrative bodies on difficult and sensitive cases.

- 45% Advises 80+ different client agencies, boards and commissions – generally grouped within CalEPA, the Natural Resources Agency, and the Department of Food & Agriculture – and the Attorney General on legal issues.

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATURAL RESOURCES LAW SECTION
DUTY STATEMENT**

NAME:

JOB TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: The Deputy Attorney General IV performs the more complex and sensitive legal work in the Natural Resources Law Section of the Public Rights Division for client agencies, some of which include: Department of Fish & Wildlife, Department of Water Resources, the Air Resources Board, the State Water Resources Control Board, the Regional Water Quality Control Boards, CalRecycle, the Department of Forestry and Fire Protection, the Department of Pesticide Regulation, and the Department of Food & Agriculture. Cases in the section involve, but are not limited to, water and air quality matters, water rights, pollution cleanup, CEQA, endangered species and other fish and wildlife matters, recycling, waste management, timber harvest plans, fire suppression cost recovery, pesticide standards, agricultural matters, and business matters for the Science Center, Cal Expo, Cow Palace, and the state's District Agricultural Associations (state fairs). May review and oversee the work of others.

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General and supervision of the Supervising Deputy Attorney General in the Natural Resources Law Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 lbs. may be required. Travel to other parts of the state and out-of-state on occasion by car or plane is required.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 45% Performs the more difficult, complex and sensitive legal work, including analysis of novel and difficult legal issues arising from high-profile matters or issues of first impression. Consults about litigation approaches and strategies with clients and supervisors. Conducts legal research and prepares a variety of the more difficult written legal work related to administrative proceedings and civil litigation at all levels of state and federal trial and appellate courts, including dispositive motions, complex discovery issues, analytical settlement recommendations and briefs, and trial documents. Plans, organizes, and conducts case strategy. Drafts and responds to pleadings, prepares and conducts offensive and defensive discovery, including electronic, written, and deposition discovery and prepares witnesses for trial, depositions and evidentiary hearings. Works with litigation support to establish document databases as needed to support cases. Advises and coordinates with clients to preserve, identify, collect, review, and produce documents, and to assemble and certify administrative records. Prepares for and conducts hearings and trials, including jury trials in state and federal courts and administrative tribunals. Timely submits written work product for review by supervisors and clients as requested.
- 45% Advises 80+ different client agencies, boards and commissions – generally grouped within CalEPA, the Natural Resources Agency, and the Department of Food & Agriculture – the Governor’s Office, and the Attorney General and Executive Staff on legal and other issues arising in the environmental and resources area of law. Provides clients with formal and informal legal advice, orally and in writing. Ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form. Timely submits draft advice for review by supervisors. Responds to Public Records Act requests. Meets with high-level policy makers, politicians, and legislators, and report on litigation or provide testimony to government decision makers when necessary. May be called upon to provide research, analysis, and advice to supervisors, various legal jurisdictions, public officials, and representatives of public agencies on the most complex, difficult, and sensitive environmental and natural resources issues, including drafting and analysis of legislative measures and regulations; and handles special projects or legal assignments as assigned by the Supervising Deputy Attorney General or Senior Assistant Attorney General. At the request of client agencies, conducts special investigations in the resource area and related fields. Attends meetings with other state and federal Attorneys General, District Attorneys, City and County Attorneys, and their staff in multi-jurisdictional litigation matters. Works with the Office of the Solicitor General to prepare and argue amicus briefs in state and federal courts of appeal and the Supreme Courts of California and the United States.

MARGINAL FUNCTIONS:

- 5% Performs a variety of administrative and case management matters, including time entry, calendaring, compliance with department required training, and section and team meetings. Ensures that case management milestones and all dates are promptly recorded and up-to-date, and that case information, including correspondence, reports, pleadings, and significant events are updated and maintained in the office’s case management system.

- 5% Provides training and mentoring to other deputies. Works with administrative staff to maintain complete and up-to-date case files in ProLaw. Attends section meetings and contributes to same when asked.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

First/Last Name	Date	First/Last Name	Date
Employee’s Signature		Supervisor’s Signature	

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATURAL RESOURCES LAW SECTION
DUTY STATEMENT**

NAME:

JOB TITLE: Deputy Attorney General V

STATEMENT OF DUTIES: The Natural Resources Law Section (NRLS) represents over 80 state agencies that enforce laws and oversee programs that protect the state's environment and natural resources. Deputy Attorneys General (DAG) V represent and act as counsel for the largest State departments, agencies, and boards and commissions, including: Department of Fish & Wildlife, Department of Water Resources, the Air Resources Board, the State and Regional Water Boards, CalRecycle, CAL FIRE, the Department of Pesticide Regulation, the California Energy Commission, and the Department of Food & Agriculture. Deputy Attorneys General V are the most experienced attorneys, and are considered to be the top experts in the broad and specialized areas of civil and administrative law, including environmental and natural resources law, handled by the section. The DAG V handles the most complex, sensitive, varied, and difficult cases involving water and air quality matters, water rights, pollution cleanup, CEQA, endangered species and other fish and wildlife matters, recycling, waste management, timber harvest plans, fire suppression cost recovery, pesticide standards, agricultural matters, and business matters for the Science Center, Cal Expo, Cow Palace, and the state's District Agricultural Associations (state fairs).

The DAG V manages a substantial workload and related responsibilities under tight deadlines, public scrutiny, and pressure to produce high-quality work under short timeframes on cases of the greatest difficulty or which may involve high-profile political issues. The DAG V exercises the highest level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG V is highly efficient and dependable, and consistently demonstrate superior professional judgment, leadership, and research, writing, and oral advocacy skills. The DAG V must be able to negotiate in all venues, including in alternative dispute resolution. The DAG V represents the Office of the Attorney General at high-level meetings. The DAG V works collaboratively, professionally, and communicates well with colleagues, clients, the courts and members of the public. May direct, monitor, or supervise the work of paralegals; may act as a lead attorney over the work of other attorneys

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General and direct supervision of the Supervising Deputy Attorney General in the Natural Resources Law Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 lbs. may be required. Travel to other parts of the state and out-of-state on occasion by car or plane may be required.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Performs the most difficult, complex and sensitive legal work consistent with an expert level attorney, including analysis of novel and difficult legal issues arising from high-profile matters or issues of first impression. Consults about litigation approaches and strategies with clients and supervisors. Prepares a variety of exceptionally difficult written legal work related to administrative proceedings and civil litigation at all levels of state and federal trial and appellate courts, including dispositive motions, complex discovery issues, analytical settlement recommendations and briefs, and trial documents. Plans, organizes, and conducts case strategy. Drafts and responds to pleadings. Prepares and conducts offensive and defensive discovery, including electronic, written, and deposition discovery. Works with litigation support to establish document databases as needed to support cases. Advises and coordinates with clients to preserve, identify, collect, review, and produce documents, and to assemble and certify administrative records. Supervises litigation holds, collection, and review of preserved evidence; reviews and analyzes documents and other evidence. Researches, engages, and works with expert witnesses. Prepares fact and expert witnesses for depositions and trial. Conducts fact and expert depositions. Drafts and responds to motions of all kinds. Drafts and responds to evidentiary objections. Conducts legal and other research related to these assignments. Conducts similar legal research and prepares similar legal documents for civil writs. Prepares for and conducts hearings and trials, including jury trials. Examines and cross-examines witnesses. Appears regularly as an oral advocate before federal and state courts and administrative tribunals. Participates in settlement negotiations and alternative dispute resolution. Prepares related correspondence and memoranda. Advises clients orally and in writing regarding matters related to litigation. Keeps clients, supervisors, and executive staff apprised of case developments and timely responds to client inquiries. Advises clients orally and in writing regarding prospective costs of litigation, risks and benefits of settlement offers, and policy implications of litigation. Ensures that written work accurately represents legal authority and uses appropriate citation form. Timely submits written work product for review by supervisors and clients as requested. Works closely with clients to address their needs. Works closely with supervisor to manage cases and assignments. Refers media inquiries to client or press office and discusses matters with media representatives at request of press office or Executive staff.
- 40% Advises 80+ different client agencies, boards and commissions – generally grouped within CalEPA, the Natural Resources Agency, and the Department of Food & Agriculture – the Governor’s Office, and the Attorney General and Executive Staff on legal and other issues arising in the environmental and resources area of law. Provides clients with formal and informal legal advice, orally and in writing, in the most difficult, complex, and sensitive matters, as requested; conducts related legal and other research for same. Ensures that written work accurately represents legal authority, facts, and

evidence, and uses appropriate citation form. Timely submits draft advice for review by supervisors. Responds to Public Records Act requests. Meets with high-level policy makers, politicians, and legislators, and report on litigation or provide testimony to government decision makers when necessary. May be called upon to provide research, analysis, and advice to supervisors, various legal jurisdictions, public officials, and representatives of public agencies on the most complex, difficult, and sensitive environmental and natural resources issues, including drafting and analysis of legislative measures and regulations; and handles special projects or legal assignments as assigned by the Supervising Deputy Attorney General or Senior Assistant Attorney General. At the request of client agencies, conducts special investigations in the resource area and related fields. Attends meetings with other state and federal Attorneys General, District Attorneys, City and County Attorneys, and their staff in multi-jurisdictional litigation matters. Works with the Office of the Solicitor General to prepare and argue amicus briefs in state and federal courts of appeal and the Supreme Courts of California and the United States.

MARGINAL FUNCTIONS:

- 10% Performs a variety of administrative and case management matters, including ProLaw time entry, calendaring, compliance with department required training, and section and team meetings. Ensures that case management milestones and all dates are promptly recorded and up-to-date, and that case information, including correspondence, reports, pleadings, and significant events are updated and maintained in the office's case management system. Provides training and mentoring to other deputies. Works with administrative staff to maintain complete and up-to-date case files in ProLaw. Attends section meetings and contributes to same when asked. Participates in evaluation of para-professional and administrative staff when requested. Covers for other DAGs as needed. Delivers professional and technical training as requested.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

First/Last Name
Employee's Signature

Date

First/Last Name
Supervisor's Signature

Date