



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

Graduate Student Assistant – Legal Intern

Under close supervision of the Chief Counsel, the Graduate Student Assistant – Legal Intern conducts legal research on federal and state laws and regulations centering on state employment, contracts, discrimination, reasonable accommodation, Unemployment Insurance, Disability Insurance, Paid Family Leave, payroll taxes, and the Bagley Keene Act. The research will be applied in litigation, court cases, policy development, Board precedent decisions, and other legal strategies.

- 50% Completes legal research on federal and state laws and regulations centering on employment and state employment, contracts, Unemployment Insurance, Disability Insurance, Paid Family Leave, and payroll taxes.
- 25% Completes research on parliamentary procedures to maintain and monitor Board meetings. Provides recommendations to the Chief Counsel on parliamentary procedures.
- 20% Learns the roles and responsibilities of a state government Legal Office through attendance at Chief Counsel meetings on litigation, court cases, policy issues, Board precedent decisions, etc. Learns the roles and responsibilities of our legal stakeholders, such as the Attorney General's Office, Labor & Workforce Development Agency General Counsel, etc.
- 5% Other duties as assigned.