

POSITION DUTY STATEMENT

DBO HRO 203 (Rev. 08-13)



EMPLOYEE		CLASS TITLE: Attorney III		WORKING TITLE: Senior Counsel	
DIVISION OR UNIT: Legal Division		POSITION NUMBER:		COLLECTIVE BARGAINING: R02	MCR: 1
EFFECTIVE DATE:		CONFLICT OF INTEREST CATEGORY: 2		PROBATION: 12 Months	
SALARY: \$9,463.00 - \$12,140.00		RANGE: A		IMMEDIATE SUPERVISOR (Print) Joyce Tsai	
WORK SCHEDULE:				DAILY HOURS:	
Mon <input checked="" type="checkbox"/>	Tues <input checked="" type="checkbox"/>	Wed. <input checked="" type="checkbox"/>	Thurs. <input checked="" type="checkbox"/>	Fri. <input checked="" type="checkbox"/>	Start: a.m. Finish: p.m.
1. Supervision Received: Under the general direction of the Assistant Chief Counsel of the Legal Division. Incumbent may receive instruction from the Deputy Commissioner of the Legal Division and may receive direction and guidance from an Attorney IV Lead.					
2. Supervision Exercised: None					
3. Physical Demands: See below					
4. Job Description: (Percentage of time performing each function)					
<i>Percent of Time</i>	ESSENTIAL FUNCTIONS				
40%	Performs legal research and analysis and drafts legal opinions regarding all laws under the jurisdiction of the Department; identifies potential legal problems and proposes solutions, analyzes legislation, regulations, policies and court rulings affecting the programs, duties, functions and responsibilities of the Department. Advises internal and external parties regarding covered persons under the Consumer Financial Protection Law and issues surrounding registration and enforcement. Advises the Department's Financial Technology Innovation Office regarding virtual currency and related technology. Prepares interpretive opinions for external parties. Consults with and advises the Deputy Commissioner and Assistant Chief Counsel on legal and policy issues. Provides legal advice to the Department's program staff. The incumbent is responsible for representing the Department in sensitive negotiations with outside private counsel, as well as with attorneys representing other government agencies. Incumbent responds to critical and time-sensitive legal and policy issues for the Commissioner and program management.				
30%	Promulgates regulations to implement newly enacted legislation and update current laws pursuant to the Office of Administrative Law rulemaking process. Researches and analyzes legislation in order to advise the Commissioner and the Governor's Office. Proposes updates and revisions for all laws and regulations affecting the Department and its licensees.				
15%	Reviews proposed administrative decisions and makes recommendations to the Commissioner. Conducts administrative hearings on behalf of the Department. Acts a liaison to attorneys representing the Department in matters that require outside counsel. Performs closings and liquidations. Performs difficult and complex litigation matters with discretion and independence; advises and makes recommendations to the Commissioner and Deputy Commissioner concerning litigation objectives; and represents the Department in enforcement proceedings.				

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10%	Processes complex applications regarding mergers and acquisitions, securities transactions, acquisition of control, franchises, and purchases and sales for banks, credit unions, and money transmitters.
5%	Performs other related duties as required.

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.					X
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.					X
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.					X
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.				X	
SITTING: At a computer terminal or desk; conferring with employees.					X
STANDING:		X			
BALANCING:		X			
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.					X
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.					X
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.					X
LIFTING UP TO 10 LBS. OCCASIONALLY:			X		

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:			X		
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:		X			
FINGERING: Pushing buttons on telephone; typing; copying.				X	
REACHING: Answering phones.				X	
CARRYING: Distributing mail; reports; stocking supplies.			X		
CLIMBING: stairs		X			
BENDING AT WAIST:		X			
KNEELING:		X			
PUSHING OR PULLING:		X			
HANDLING:		X			
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					X
WORKING INDOORS:					X
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE: Enclosed office environment.					X

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SIGNATURES

Certification of Applicant/Employee

*Note – **Do not** sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DBO Human Resources Office for additional information.*

I certify that I possess essential personal certifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor.

Employee's Signature

Date

Civil Service Title

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title

Position classification approved:

Personnel Analyst's Signature

Date