



Duty Statement

Classification: **Deputy General Counsel**

Position Number: **275-110-7500-002**

HCM#: **1136**

Branch/Section: **Legal Office**

Location: **400 Q Street, Sacramento, CA 95811**

Effective Date: **April 1, 2003**

Working Title: **Deputy General Counsel**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

The Legal Office represents CalPERS in litigation and provides legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, bankruptcy, health care, fiduciary matters, ethics, contracts, public records, labor and employment, open meetings and investment related matters.

Under the general direction of the General Counsel, the Deputy General Counsel is the operational manager of the CalPERS Legal Office. The Deputy General Counsel also performs complex and sensitive legal work for CalPERS, provides legal advice to CalPERS executive and senior management staff, and assists in policy development and strategic planning.

Essential Functions

- 30% Act as operational manager of Legal Office, and assist the General Counsel in oversight of EEO Office and Investigations Unit. Supervise Associate General Counsel and Assistant Chiefs Counsel by coordinating, directing, and reviewing work. Monitor Legal Office performance against established measures and recommend changes to those measures as appropriate. Coordinate development of annual office budget, and track expenditure of resources against that budget. Provide policy and professional direction to Legal Office staff and outside counsel regarding the interpretation and application of laws in areas including pensions and trusts, statutory and constitutional interpretation, contracts, open meeting and public records, and conflicts of interest. Provide direction to Legal Office staff and outside counsel in litigation strategy and client service. Directly monitor the most sensitive and complex litigation.
- 30% Assist General Counsel in development and formulation of legal policy. Participate on CalPERS Senior Management team, providing advice and recommendations regarding enterprise-wide policies and objectives. Confer with public officials and attend meetings as CalPERS legal representative. Act for and represent the General Counsel in his absence.
- 20% Provide oral and written legal advice on complex and sensitive issues to CalPERS Board, executive and senior management staff. Provide advice and opinions on wide variety of matters including new points of law, interpretation of governing constitutional provision, and issues with far-reaching and sensitive implications. Participate in policy development and strategic planning.
- 20% Serve as counsel to a Board Committee; liaison with external fiduciary counsel and other outside counsel. Develop training programs for Board and staff on various legal topics.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance

- Ability to demonstrate punctuality, initiative, dependability, good judgment and diplomacy
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Leadership Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**