

Classification Attorney III	Position Number 814-001-XXXX-XXX	Location Sacramento (Headquarters)
Division/Branch Executive Office	Supervisor's Classification Chief Counsel	Collective Bargaining Identification Designation (CBID) R02
Conflict of Interest Disclosure Category: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> N/A	Incumbent (If filled) Vacant	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
40%	<p>Under the direction of the Chief Counsel, the Attorney III performs the more sensitive and complex legal work for the Office of Legal Affairs.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Prepares written opinions and advice to the department management on legal issues arising out of departmental programs and the legal effect of laws, regulations, rules, court decisions and administrative actions. Provides legal support services associated with the implementation of department programs and functions. Reviews investigations regarding violations of pesticide laws and regulations; evaluates evidence and prepares or assists in preparing accusations, statements of issues, complaints, briefs, and other legal documents for litigation before hearing officers, administrative law judges, and trial or appellate courts.</p>
30%	<p>Works with and assists Deputy Attorney Generals to defend writs challenging actions taken by the Department and on cases involving discipline of department licensees or civil prosecution of pesticide laws and regulation violators, District Attorneys on pesticide violation criminal prosecution cases, or Department of Personnel Administration attorneys on cases involving department personnel; presents administrative civil penalty cases before the Director or the Director's designated hearing officer. Conducts negotiations to settle actions to levy civil administrative fines.</p>
25%	<p>Advises and prepares or assists in preparing cease and desist orders, notices of intended crop seizure, and other legal documents; responds or assists in responding to requests for public records and subpoenas for records. Drafts legislation, regulations, and correspondence; writes bill analyses; reviews correspondence, bill analyses, regulations, adverse actions, or other documents developed by departmental staff; advises county agricultural commissioners in the conduct of administrative civil penalty actions.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Performs other duties as required</p> <p><u>WORKING CONDITIONS:</u></p> <p>Incumbent may be required to travel and work irregular hours.</p> <ul style="list-style-type: none"> • Administrative office building. • Ability to use a computer up to 8 hours a day. • Occasional statewide travel with occasional overnight stays.

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	<p><u>ADDITIONAL PROFESSIONAL ATTRIBUTES:</u></p> <ul style="list-style-type: none"> • Ability to listen, communicate, and persuade in order to reach a mutually acceptable solution in the negotiation context. • Ability to research, analyze, and apply legal principles and precedents to specific facts. • Ability to communicate and explain legal issues clearly and logically, both orally and in writing, to those not trained in the law. • Ability to organize, prioritize, and track a number of concurrent assignments. • Ability to gracefully accept constructive criticism and provide active collaboration to achieve a more successful output. <p><u>CRITICAL JOB COMPETENCIES:</u></p> <p>Communication (oral, written, organizational, non-verbal): Make clear and convincing oral presentations to individuals or groups; Inform, persuade, build consensus; know the audience, facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages – the body language says one thing, the words another; apply business-writing principles to all written communications.</p> <p>Self-Motivation, Sustained Commitment, Perseverance, Patience: Demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences.</p> <p>Decisiveness: Make decisions in a decisive and timely manner; accept accountability for decisions; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences.</p> <p>Conflict Resolution: Turn conflict into opportunity for success; apply alternative dispute resolution mechanisms to specific situations.</p> <p>Technical Credibility: Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps.</p> <p>Ethics/Integrity: Create culture of trusting relationships; promote organizational vision and values through ethical leadership principles; tell it straight; admit mistakes; walk the talk –</p>

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	<p>walking example of the vision and values of the organization through own authenticity.</p> <p>Flexibility/Adaptability: Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably.</p> <p>Teamwork: Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust.</p> <p>In addition to the above, the incumbent possesses the willingness and ability to: Contribute and participate in positive teambuilding efforts and client relations through quality service; use resources effectively in meeting and exceeding clients' quality of service expectations, delivering services that are innovative and sensitive to client needs. In a team environment, respond dynamically to service responsibilities and work cooperatively with staff in providing coverage in the absence of other team members. Abide by work rules, accept constructive criticism, and maintain cordial, effective professional working relationships with all those contacted during the course of the work.</p>