

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 20738	DGS OFFICE or CLIENT AGENCY California Law Revision Commission	
UNIT NAME California Law Revision Commission	REPORTING LOCATION 448 LA RUE RD TB-31 WALNUT COTTAGE Davis, CA 9561	
SCHEDULE (DAYS / HOURS) Monday - Friday; 8am - 5pm	POSITION NUMBER 434-100-5780-002	CBID R02
CLASS TITLE Attorney IV	WORKING TITLE Attorney IV - Criminal Law Team	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Mission of the California Law Revision Commission is to study legal problems, as assigned by the Legislature, and recommend statutory reforms to address them.

The Committee on Revision of the Penal Code is organized as part of the Law Revision Commission, but it is a separate deliberative body with its own membership and duties. It exists to study the law governing criminal sentencing, incarceration, and criminal procedure and make recommendations for statutory reform to the Legislature and Governor.

POSITION CONCEPT

Under the direction of the Chief Deputy Director, the Attorney IV (Criminal Law Team) is primarily responsible for background research and analysis of the law and policies relevant to the new Commission's studies; performing the most complex, sensitive, and difficult work and assignments with a high degree of independent judgment, decision making, and broad discretion related to a comprehensive range of staff legal work, and in compliance with state and federal laws, rules and regulations, and other legal authorities.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performs in-depth research of the most complex and sensitive legal topics assigned (including empirical data, academic studies, and judicial, statutory, and administrative authorities) by conducting initial background research, framing legal issues, policy issues, and governing laws, utilizing Westlaw, internet resources, interviews with knowledgeable parties, and Microsoft (MS) Office, in order to determine major legal and policy issues to be addressed by Committee in its deliberations.
30%	Prepares staff memorandums and reports, presenting research and analysis results to Committee by drafting analysis, tentative and or final recommendations, and legislation for Committee's consideration, utilizing Westlaw, internet resources, and MS Office, in order to present necessary information to the Committee and the public, for deliberations at their public meetings.
15%	Assists with proposed legislation, reviewing bill drafts from Legislative Counsel, preparing fact sheets and other background information, analyzing opposition, drafting bill amendments, and testifying at legislative hearings, utilizing Westlaw, internet resources, and MS Office, in order to support the Legislature's consideration of Committee-recommended reforms.
10%	Communicates with scholars, subject matter experts, government officials, private stakeholders, and

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

PERCENTAGE	DESCRIPTION
	other interested persons regarding the most complex and sensitive Committee studies by utilizing phone, teleconference, email, in-person, and formal writing, in order to collaborate, promote transparency, and ensure overall mission of the Committee is communicated, executed, and delivered.
5%	Attends public Committee meetings to present materials related to the most complex, sensitive, and difficult assigned studies by leading discussion of the materials, answering questions from participants, and recording decisions regarding presented material utilizing Westlaw, internet resources, and MS Office, in order to support the Committee's deliberative process and the public's involvement.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other related duties as assigned by representing the Committee at public events, legislative "meet and greets," etc. utilizing internet resources, calendars, and various forms of communication, in order to stay abreast of current events related to the Committee's objective, and to ensure adherence to state, and federal laws, rules and regulations, and other legal authorities.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED