

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

		Effective Date:	
1. OFFICE Legal		POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5778-005	
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Attorney	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday		5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA	
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5778-005	
All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction and guidance of the Chief Counsel I, CEA, the incumbent will be responsible for working closely with staff on legal issues in areas of land use, environmental permitting, contracts, real property interests, municipal law, and operation of state government. Provide oral and written advice; conduct research; develop legal strategies; negotiate & draft contracts, memoranda of understanding, escrow instructions & other documents; review/edit staff recommendations, assist with property acquisitions, including review of title reports, environmental assessments and purchase agreements; review CEQA documents, and track new legislation.			
9. Percentage of time performing duties		10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
50%		ESSENTIAL FUNCTIONS Rendering legal advice, both oral and written to Conservancy Program and Project Managers with respect to the development and implementation of Conservancy projects and grant-funded projects. Negotiating and drafting agreements between Conservancy and grantees, landowners, consultants, contractors, public agencies, and nonprofit organizations. Reviewing staff recommendations to Conservancy Board for legal sufficiency and consistency with agency policy and practices.	
20%		Reviewing and advising on land acquisition and disposition strategies, including review of sales agreements, title matters, appraisals, and environmental assessments and advising on application of Property Acquisition Law. Preparation of land acquisition documents, including escrow instructions and offers of dedication.	
15%		Providing legal advice, oral or written, to Executive Officer, Deputy Executive Officers, and staff concerning Conservancy policy, ethics, procurement, records, and other aspects of administration.	
10%		Keeping track of recent legislation and new case law affecting the Conservancy; advising staff of relevant changes in the law. Reviewing and commenting on proposed or pending legislation; legislative drafting.	
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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GS 907T (REV. 03/03)

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<p style="text-align: center;"><u>5%</u> 100%</p>	<p>ESSENTIAL FUNCTIONS (continued)</p> <p>Review strategy for pending and possible litigation, including discussions with Executive Officer, Deputy Executive Officers and Attorney General's Office. Review of pleadings, briefs, and other documents in Conservancy litigation, and coordination with Attorney General's Office with respect Conservancy litigation.</p>

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	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.</p> <p><i>Ability to:</i> Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ➤ Focus attention to detail and follow-through ➤ Ability to act independently, positive attitude, open-mindedness, flexibility and tact ➤ Able to work independently and in a team situation ➤ Excellent organizational skills ➤ Display good interaction skills ➤ Multitask, meet deadlines, and adjust to changing priorities ➤ Excellent attendance, punctuality record and dependable ➤ Proficiency with MS Office (Word, Excel, and Outlook) ➤ Communicates clearly and logically orally and in writing ➤ Consistently exercise a high degree of initiative ➤ Analyze situations and adopt effective course of action ➤ Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> ➤ Office setting; Monday through Friday; prolonged periods of sitting or standing ➤ Work on a computer up to 8 hours a day ➤ Ability to lift up to 15 pounds ➤ Indoor work is common, although outdoor work may be necessary ➤ May require an employee to work in adversarial situations ➤ Attend and participate in high level meetings ➤ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner ➤ Travel by car or plane, with overnight stays necessary on occasion <p><u>Physical Ability</u></p> <ul style="list-style-type: none"> ▪ Talking, seeing, and hearing are essential to performing the job requirements ▪ Common eye, hand and finger dexterity is required for most essential functions ▪ The job duties require an employee to work under stressful conditions ▪ May entail muscular strain, including walking standing, stooping, sitting, reaching, and lifting ▪ Requires prolonged sitting, standing, and walking on uneven and slippery surfaces ▪ Requires both near and far vision when inspecting work and operating assigned equipment <p><u>Mental Ability</u></p> <ul style="list-style-type: none"> ▪ Understand verbal instructions ▪ Understand written and verbal communication ▪ Must maintain a professional demeanor at all times, and remain calm under pressure ▪ Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p>

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	<p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others:</u> Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p>

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