CalHR Mission and Vision
The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement
Under the supervision of the Deputy Chief Counsel and directly reporting to an Assistant Chief Counsel, the Graduate Legal Assistant performs legal research and facilitates preliminary work in preparing legal matters for hearing. The Graduate Legal Assistant must be able to effectively carry out assigned tasks with supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure. The Graduate Legal Assistant performs legal analysis and routine legal research; prepares drafts of legal documents, briefs, reports, and notices; serves legal papers; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; and prepares memoranda and correspondence.

Duties include, but are not limited to the following:

Job Functions
[Essential (E) / Marginal (M) Functions]:

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<tr>
<th>Percentage (%)</th>
<th>(E) or (M)</th>
<th>Job Duties</th>
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<tbody>
<tr>
<td>30%</td>
<td>(E)</td>
<td>In concert with supervising attorney, research and analyze less difficult legal issues and communicate legal advice and opinions, in both written and oral form to internal CalHR divisions and client departments in various areas of law, including but not limited to labor and employment law.</td>
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In concert with a supervising attorney, assist in and conduct less difficult arbitrations regarding collective bargaining agreement disputes, and less difficult hearings in administrative forums such as, but not limited to unfair practice charges and representation issues before the Public Employment Relations Board, personnel actions before the State Personnel Board, and non-merit statutory appeals before CalHR's Statutory Appeals Unit.

In concert with supervising attorney, draft legal documents including answers to complaints, motions, points and authorities and related legal pleadings for court or administrative forums.

In concert with a supervising attorney, prepare bill and other legislative analyses; assist or respond to Public Records Act requests; draft and/or revise policies, proposed legislation, and proposed regulations.

Perform other duties as required consistent with division needs.

Supervision Received
The Graduate Legal Assistant reports to an Assistant Chief Counsel, and works in concert with supervising attorneys from whom the majority of assignments are derived; however, direction and assignments may also come from the Chief Counsel and Deputy Chief Counsel.

Supervision Exercised
None.

Special Requirements / Desirable Qualifications
Ability to operate computer/keyboard/typewriter and other office equipment such as fax and copier; move and file materials such as case boxes, supplies, catalogs, MOUs, books, equipment up to 50 pounds.

Ability to communicate effectively, have a keen ability to pay attention to details, and be flexible to changing work assignments and timelines/deadlines with short notice.

Must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently or in a team environment, have strong communication skills, and work well under pressure when meeting short deadlines.

Must have knowledge of and the ability to use the California Rules of Court, the Federal Rules of Civil and Appellate Procedures and various local court rules, as well as the regulations of CalHR, the State Personnel Board and the Public Employment Relations Board.

Working Conditions
The duties of this position are performed indoors. The employee's workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position allows for partial telework as approved by management. Travel may be required to attend meetings or training classes.

Attendance
Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is
necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

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<th>Employee Signature</th>
<th>Employee Printed Name</th>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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<th>Supervisor Signature</th>
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