Department Statement:
California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242

EFFECTIVE DATE 1/1/21

DFW DIVISION/BRANCH/REGION/OFFICE
Executive Branch - Legal

POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5871-004

UNIT NAME AND LOCATION
Office of General Counsel, Sacramento

CLASS TITLE Assistant Chief Counsel

INCUMBENT CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5780-015

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the General Counsel, this position is an Assistant Chief Counsel (ACC) for the California Department of Fish and Wildlife’s (CDFW) Office of the General Counsel (OGC). This position will lead, supervise, and direct a team of attorneys and administrative staff. This position will also work closely with the office’s other Assistant Chief Counsels to ensure management consistency and with CDFW top-level managers and executives.

PERCENTAGE OF TIME PERFORMING DUTIES

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. (USE THE REVERSE SIDE IF NECESSARY.)

<table>
<thead>
<tr>
<th>PERCENTAGE OF TIME PERFORMING DUTIES</th>
<th>ESSENTIAL FUNCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>45%</td>
<td>Supervise and direct a team of OGC’s attorneys and administrative staff. Plan, organize, advise, and review the work of subordinate attorneys (various ranges). This work includes for example the areas of water law, the Lake and Streambed Alteration Program, cannabis regulation, the California Environmental Quality Act, the federal and California Endangered Species Acts, the State Groundwater Management Act, and the Federal Power Act; and the awarding and oversight of state grant and contract money.</td>
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<tr>
<td>20%</td>
<td>Develop Department and OGC policy for approval by the Department's top-level management. Conduct legal research in order to provide legal guidance to the Department's Director, Deputy Director, Regional Managers, Branch Chiefs and other top-level management. This guidance can be formal and informal, verbal or written.</td>
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<tr>
<td>15%</td>
<td>Oversee the most complex litigation handled by the Office of the Attorney General. This work will include giving direction on Department policy and legal strategy in these cases. As appropriate, represent the Department in judicial and administrative proceedings.</td>
</tr>
<tr>
<td>10%</td>
<td>Provide legal support to the Department on tribal issues, and mentor other OGC attorneys doing the same.</td>
</tr>
<tr>
<td>5%</td>
<td>Draft legislation and regulations. Handle procedural aspects of getting approval of legislation and regulations, including testimony before the Legislature. Review and analyze legislation and regulations prepared by others.</td>
</tr>
</tbody>
</table>

NON-ESSENTIAL FUNCTIONS:

5% Collaborate with the General Counsel and other Assistant Chief Counsels on office management, strategic planning, organizational structure, and accountability of the OGC.
### Special Personal Characteristics:
Exceptional lawyering skills, especially communication and representation. Independently perform the more complex and sensitive legal services with broad discretion. Assignments involve theories and/or practice involving rapid evolution of law, legal area specialization, legal expert, and precedential value and involve opposing counsel of representatives who have a high level of experience and specialization. Working in groups and on teams effectively. Take direction from supervisors and other senior management.

### Working Conditions:
Be able to work a full-time schedule that may include working over eight hours per day and weekends when necessary, including the ability to work more than forty hours per week when otherwise required to by operational needs in order to effectively represent clients. Occasionally be able to travel significant distances and stay away from the home location for short periods. Work in an enclosed interior or exterior window office in a smoke-free environment. Work may require sitting at a computer terminal while performing research and other duties for significant time, which may exceed six to eight hours a day. Be able to lift up to 25 pounds of books, legal files, exhibits, or the like.