

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Attorney III	<i>Attorney III</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	283-401-5795-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
	Curtis Notsinneh
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Executive Directorate	Exempt Level H, Chief Deputy Director
BRANCH:	REVISION DATE:
California Workforce Development Board	10/20/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional Travel	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Chief Deputy Director, the Attorney III demonstrates expertise in the performance of difficult, complex, sensitive, and specialized legal work in all areas of responsibility of the California Workforce Development Board (CWDB), with a focus on providing counsel and advice to the CWDB.</p> <p>The Attorney III works independently in all areas of responsibility on a case-by-case assignment basis. The Attorney III is assigned the more difficult, sensitive and complex litigation/legal work of the CWDB, and works on these matters with broad discretion and independence. The Attorney III will function as a lead attorney when working with lower-level attorneys on large cases/projects.</p>	

Civil Service Classification

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Percentage of Duties	Essential Functions
40%	<p>Imparts legal expertise in the more complex area of law while participating in discussions of policy options and operational issues regarding the CWDB. Participates in inter and intra-departmental workgroups involving issues and operations, including legislation, regulations and requirements.</p> <p>Reviews and drafts legal documents, including but not limited to contracts, forms, and Public Record Act responses, reviews draft correspondence and documents prepared by the all CWDB branches, and assists lower lever attorney's in doing the same.</p> <p>Drafts legal opinions and analyses of legislation for all programs which the CWDB administers or in which the CWDB participates or has an interest, and assists lower lever attorney's in doing the same.</p>
30%	<p>Conducts research and provides advice on the more complex legal issues and questions involving the CWDB. Reviews the advice and opinions of lower lever attorney's prior to presentation to the Executive Team.</p> <p>Interprets state and federal statutes and regulations relevant to the CWDB, consults with the CWDB Policy, Research and Legislation Branch, and advises the Executive Team regarding statutes and regulations that will affect operations and policy, including issues concerning the implementation of federal legislation and federal conformity.</p>
15%	<p>Assists Equal Employment Opportunity (EEO) investigators with EEO complaints and investigations, reviews EEO reports, and attends EEO Review Committees.</p> <p>Provides legal counsel to, and assists lower lever attorneys in providing counsel the CWDB's EEO Officer and Human Resources unit to provide legal opinions related to human resources issues.</p>
10%	<p>Represents the CWDB before the State Personnel Board, the California Department of Human Resources, and the Public Employee Retirement Board. Such representation includes both oral and written advocacy.</p> <p>Provides assistance to the Attorney General's Office in the conduct of court cases.</p> <p>Reviews proposed settlement offers, negotiates settlement agreements, and prepares written requests for approval to the Attorney General's Office.</p>
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

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Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist	
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	10/25/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

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- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file