

**STATE OF CALIFORNIA  
CIVIL RIGHTS DEPARTMENT  
DUTY STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>
Vacant	Assistant Chief Counsel (LT)	326-102-5871-959
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Pos #(if applicable)</b>
Executive Programs/ Legislative & Regulatory Affairs	5/16/23	

**SUMMARY OF RESPONSIBILITIES**

Under the general direction of the Deputy Director of the Executive Programs Division (Deputy Director), the Assistant Chief Counsel supervises the work of attorneys and conducts the most complex, difficult, and sensitive legislative and regulatory work of the department. Duties of the Assistant Chief Counsel include, but are not limited to:

**Description of Essential Functions:**

- 30% Assist the Deputy Director in managing the Legislative and Regulatory Unit. This includes ensuring all work product of the unit meets the highest standards and that all legal requirements and deadlines are met. This also includes supervising the work of attorneys and other unit staff, designing and implementing unit policies and structures, managing a budget, ensuring staff are trained and meet the highest standards, and evaluating and providing constructive feedback and support to unit staff. Serve as a representative of the Deputy Director, as well as acting as a divisional or departmental liaison with a broad range of governmental and non-governmental entities, including serving on intra-agency and inter-agency workgroups and taskforces.
- 25% Perform the most complex, difficult, and sensitive assignments related to the Department's legislative portfolio, including conceiving and drafting legislative proposals, analyzing pending legislation, preparing fiscal impact assessments, providing technical assistance to the Legislature and other agencies, drafting budget change proposals, assisting with implementation of enacted legislation, conducting legal research, and providing legal advice to the Deputy Director and Director.
- 20% Perform the most complex, difficult, and sensitive assignments related to the Department's regulatory portfolio, including conceiving and drafting regulations, drafting initial and final statements of reasons, drafting comments on proposed regulations of other agencies, summarizing and responding to public comment, advising on laws and procedures governing rulemakings, conducting legal research, and providing legal advice to the Deputy Director, Director, and Civil Rights Council. Assist the Council with its public hearings, reports and recommendations, and other functions.
- 10% Support the Deputy Director in the most complex, difficult, or sensitive work of other units of the Executive Programs Division, which include Outreach and Education, Research and Strategic Initiatives, Administrative Appeals, and Public Records Act matters.

10% Stay up-to-date on, monitor, and analyze issues pending before or finalized by the California Legislature, California localities, U.S. Congress, federal and state agencies, federal and state courts, and other bodies that impact or may impact the Department. Stay up-to-date on, monitor, and analyze other new and/or important developments in civil rights, civil procedure, and other relevant legal and social topics. Advise the Deputy Director and Director of, and train department staff on, the same.

**Marginal Functions:**

5% Other duties as required.

**Desirable Qualifications:**

- Excellent leadership skills
- Experience drafting and analyzing legislation and/or regulations
- Experience with the California legislative and regulatory processes, including the Administrative Procedure Act and Bagley-Keene Open Meeting Act
- Experience with the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Ralph Civil Rights Act, and other laws enforced by the Department
- Experience with civil rights litigation in employment, housing, or public accommodations
- Experience with the Department's complaint process
- Excellent research and investigative skills and analytical abilities
- Outstanding oral and written communication skills, including the ability to communicate with different types of people in different roles
- Strong initiative and work ethic
- Detail-oriented
- Ability and desire to learn new areas of the law and procedure
- Ability to be organized, multi-task, and meet deadlines
- Openness to take direction and accept feedback from supervisors and managers
- Ability to work with people in a professional and civil manner
- Commitment to civil rights and public sector service

**Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively handle stress, and work in a noisy and fast paced environment
- Requires daily use of a personal computer and related software applications at a workstation for 6.5 to 7 hours per day
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties
- Requires prolonged use of a workstation for 6.5 to 7 hours per day
- Requires dependability and excellent attendance records
- Requires occasional travel to conduct state business

**Supervision Received:**

The Assistant Chief Counsel is supervised by the Deputy Director of Executive Programs.

**Supervision Exercised:**

The Assistant Chief Counsel supervises staff in the Legislative and Regulatory Unit, including FEH Counsels and Sr. FEH Counsels.

**Administrative Responsibility:**

The Assistant Chief Counsel must adhere to all applicable laws, rules, policies, and procedures of or governing the Department, including directives from departmental management personnel on non-legal matters.

**Personal Contacts:**

The Assistant Chief Counsel has daily contact with Departmental management and staff, and regular contact with control agency representatives, legislative staff, and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and/or confidential information could subject the Department to liability and/or negative media exposure, among other negative consequences.

**Certification of Employee:**

I have read and understand the duties as described above and I meet the job requirements as described and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date