

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

Employee Name Vacant	Classification Name Attorney III (LT)	Position Number 326-102-6115-959
Division/Unit Executive Programs/ Legislative & Regulatory	Date August 22, 2023	Prior Pos #(if applicable)

SUMMARY OF RESPONSIBILITIES

At the Civil Rights Department (CRD or Department), an Attorney III works with broad discretion and prudence with minimum supervision and performs the most complex, difficult, and sensitive assignments. The Attorney III is an expert in the most complex areas of the law enforced by the Department. An Attorney III does not supervise lower-level attorney staff, but may act in a lead capacity. Under the direct supervision of the Assistant Chief Counsel of the Legislative and Regulatory Unit, the Attorney III performs the following duties:

Description of Essential Functions:

- 35% Assists the Civil Rights Council and the Department in its rulemaking activities, which include drafting and analyzing regulations interpreting the Fair Employment and Housing Act and other laws, originating ideas for regulations, preparing notices and noticing rulemaking actions, drafting initial and final statements of reason, summarizing and responding to public comment, conducting legal research and analysis, and advising on laws and procedures governing rulemakings; assists the Council in its other activities by organizing meetings, hearings, and drafting reports.
- 35% Drafts and analyzes legislative proposals. Drafts written analyses of state and federal legislation for fiscal and legal impact on the Department and the laws it enforces. Monitors and reviews issues pending before or finalized by the Legislature, the courts, and the federal government that impact or may impact the Department. Conducts legal research and analysis.
- 10% Prepares written analyses of decisional law impacting the Department; drafts and/or coordinates responses to informational inquiries and special reports requested by governmental bodies; trains Department staff on responsibilities stemming from new legislation, regulations, and decisional laws; assists with developing educational/outreach materials.
- 10% Supports the Deputy Director of Executive Programs and the operations of the Executive Programs division in the areas of Research and Reporting, Outreach and Education, Administrative Appeals, and Public Records Act matters, including review of the most complex, difficult, and sensitive appeals of Department decisions.

Marginal Functions:

- 5% Acts as the departmental liaison with a broad range of public organizations, advocacy groups, state/local agencies, and members of the public regarding regulatory and other matters pending before the Council.

5% Other duties as required.

Desirable Qualifications:

- Experience drafting and/or analyzing legislation and/or regulations
- Experience with the California legislative and regulatory processes, including the Administrative Procedure Act
- Experience with the Bagley-Keene Open Meeting Act
- Experience with the California Fair Employment and Housing Act, the Unruh Civil Rights Act, Government Code section 11135, 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 sitting and/or standing at 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 Attorney III is supervised by the Assistant Chief Counsel of the Legislative and Regulatory Unit.

Supervision Exercised:

None.

Administrative Responsibility:

None.

Personal Contacts:

An Attorney III has daily contact with Departmental management and staff, control agency representatives, and the general public as well as frequent contact with legislative staff and Civil Rights Councilmembers.

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