

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Attorney

POSITION NUMBER:

800-310-5778-010

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Legal Division/Information, Tech &amp; Admin. Lit Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Information, Personnel &amp; Audits

SUPERVISOR'S NAME:

Amy Lindsey-Doyle

SUPERVISOR'S CLASS:

Assistant Chief Counsel

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Employees assigned to work in the Legal Division are required to obtain a criminal record background clearance by the Department of Justice and the Federal Bureau of Investigation.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Information, Personnel & Audits Unit is dedicated to providing legal advice and services to the Department's Human Resources Services Bureau, Office of Equity, Health and Safety, and related Branches and Divisions. The Legal Division's Information, Personnel & Audits Unit works closely with the Office of the Attorney General, Office of Administrative Hearings, Department of Human Resources, and the State Personnel Board.

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**CONCEPT OF POSITION:**

The Information, Personnel & Audits Unit Attorney I represents the Department in sensitive legal work of the Department relating to human resources, labor, and EEO matters. The Attorney I is versed in the applicable laws, regulations, policies, procedures, and accepted industry standards, related to human resources, labor and EEO. The incumbent consults with and advises department managers on issues related human resources matters such as EEO, reasonable accommodation, and whistleblower complaints. The Attorney I also represents the Department at hearings before various tribunals such as the State Personnel Board, and the California Department of Human Resources.

**A. RESPONSIBILITIES OF POSITION:**

35% - Provides department management with legal advice regarding, and representation on employment matters in the areas of human resources, including but not limited to personnel matters, equal employment opportunity, discrimination/harassment, wage claims and incompatible activities; researches, interprets and provides legal opinions concerning federal and state laws and regulations related to employment in state government.

35% - Represent the Department before Administrative Law Judges in formal hearings, present oral and documentary evidence, cross examine witnesses, respond to objections and present oral and written arguments; negotiate resolutions in lieu of hearings. Perform hearings of the appeal of adverse actions before a variety of administrative tribunals including but not limited to: the State Personnel Board and CalHR.

25% - Serves as the Department's liaison to the Office of the Attorney General and represents the Department's position in complex employment legal proceedings by participating in court hearings and pre-trial matters, including but not limited to motions, discovery and settlement negotiations.

5% - Performs other appropriate legal assignments as required.

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B. SUPERVISION RECEIVED:

The Attorney reports to and receives general supervision from an Assistant Chief Counsel and Senior Assistant Chief Counsel.

C. ADMINISTRATIVE RESPONSIBILITY:

The Attorney I is responsible for receipt and timely completion of assignments in his/her areas of specialization.

D. PERSONAL CONTACTS:

The Attorney has extensive contacts within and outside the Department. As an expert in the laws relating to human resources, the incumbent consults and advises the department's Director, Deputy Directors and managers on discrimination/harassment issues, special issues and adverse actions and also consults with Deputy Attorneys General of the Department of Justice, in preparation for litigation in which the Department is a party.

E. ACTIONS AND CONSEQUENCES:

The Attorney personally deals with the difficult personnel issues and adverse actions. Failure to provide sound legal advice and exercise good judgment could subject the Department to litigation or compliance action with significant adverse fiscal and policy consequences.

F. OTHER INFORMATION:

The Attorney is expected to travel (including overnight travel out of town) and arrange schedule to perform duties and meet the objectives of the program. Office space is standard office in a smoke-free environment. Telework is currently available and may be extended upon approval.

(Rev. 7.8.22 - ALD)