

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

CPPA HR-002

<b>Classification Title:</b>	<b>Branch/Division/Bureau:</b>
Attorney	Legal Division
<b>Working Title:</b>	<b>Office/Unit/Section/Geographic Location:</b>
Attorney	Sacramento/ San Francisco/ Los Angeles
<b>Position Number (13 Digit):</b>	<b>Conflict of Interest Position:</b>
411-160-5778-XXX (Limited Term)	Yes
<b>RPA Number:</b>	<b>Work Schedule:</b>
	Monday – Friday, 8:00 a.m. – 5:00 p.m.
<b>Employee Name:</b>	<b>Effective Date:</b>

**CORE VALUES/MISSION**

The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The Agency implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**POSITION CONCEPT**

Under the direct supervision of the Legal Division Assistant Chief Counsel, the Attorney provides the full complement of legal services to the Agency and the California Privacy Protection Agency Board. This includes advising the Agency on substantive privacy legal matters and on legal issues impacting the Agency. Duties include, but are not limited to, the following:

**Essential Functions**

- 35% Prepare legal opinions and recommendations to aid the Agency in fulfilling its mission. Research, analyze, interpret, and provide legal advice orally and in writing related to the CCPA, the Delete Act, privacy related laws, the Bagley-Keene Open Meeting Law, the Public Records Act, conflicts of interests, personnel, procurement, and other relevant areas to the Agency's work. Draft legal documents. Provide legal and policy support to Agency programs.

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- 30% Draft proposed regulations and related documents necessary to comply with the Administrative Practices Act, including, but not limited to, express regulatory terms, Notices of Proposed Regulations, Statements of Reasons, Economic and Fiscal Impact Statements, responses for proper content, legal and factual analysis, tone, organization, format and terminology. Consult with stakeholders and analyze current legal developments, advances in technology, and industry and consumer practices to assist the CPPA Legal team in advising the Executive Director and Board on possible regulations or regulatory impact.
- 15% Research and analyze legislation relevant to the Agency and Agency legislative proposals for legal impact. Participate in conversations, as requested, with legislative staff, sponsors of legislation, and stakeholder groups. Analyze state and federal legislation, legal, economic, regulatory, industry, consumer, and social trends in order to recommend legislation. Provide analysis based on research to ensure that Agency policies are consistent with applicable laws and regulations.
- 10% Review Office of Administrative Hearings decisions, and preparation of memoranda with recommendations. Provide analysis regarding challenges to final decisions in administrative cases against entities that violate the CCPA, Delete Act, and other laws within the Agency's jurisdiction.
- 5% Perform duties as part of a team, and assist other attorneys with complex legal work.

**Marginal Functions**

- 5% Perform other job-related duties as required.

**Special Requirements**

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name