

**AGRICULTURAL LABOR RELATIONS BOARD
GENERAL COUNSEL PROGRAM
DUTY STATEMENT**

PART A	
Position No: 013-260-5795-900 (Limited Term)	Date:
Class: Attorney III	Name:
<p>Under the general direction of the General Counsel and direct supervision of the Regional Director, the Attorney III serves as an experienced attorney performing complex and sensitive legal work with broad discretion and minimal supervision. The incumbent furthers the ALRB's role in the Rural Strategic Engagement Program (RSEP), a multi-departmental effort to educate agricultural workers about workplace rights, increase access to state services in rural areas and improve state labor enforcement programs. The incumbent independently performs complex legal research, handles legal matters and provides guidance to less experienced attorneys. The incumbent helps develop programs, referral systems and other collaborative efforts among ALRB staff, other LWDA departments and community-based organizations. The incumbent also works on joint enforcement efforts together with other governmental enforcement entities. In an independent manner, with interim work product subject to supervisory review, the incumbent performs duties that include, but are not limited to:</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	<p>Counsel for RSEP issues: Performs complex and sensitive legal research, writing and analysis of issues impacting the RSEP. Provides guidance in legal matters assigned to less experienced attorneys Provides legal advice and counsel to farmworkers at clinics. Works collaboratively with ALRB staff and partners at other departments on deliverables of the RSEP, including training programs, referral systems, data sharing, establishment of community know- your-rights clinics, development of outreach content and evaluation.</p>
25%	<p>Joint investigation and enforcement: Works on cases involving joint investigation and enforcement matters and works collaboratively with other governmental enforcement entities. Performs complex legal research, writing and analysis. Represents the ALRB in legal proceedings as lead counsel or second chair, involving the prosecution of joint enforcement matters in various jurisdictions, including state and federal courts.</p>
20%	<p>Investigation and prosecution of matters under the Agricultural Labor Relations Act: Investigates and prosecutes a variety of matters under the Agricultural Labor Relations act, which may include unfair labor practice charges, representation petitions, election related matters and remedy compliance as needed. Represents the ALRB in legal proceedings before Administrative Law Judges, the Board and Courts as needed.</p>
20%	<p>Development of training curriculum and referral systems: Helps develop and implement training programs, referral systems and other collaborative efforts together with staff from the ALRB, the Labor Workforce Development Agency, Department of Industrial Relations and the Employment Development Department. Assists in the development outreach materials to stakeholders, including "know your rights" guides on how to access programs and services. Works with staff to design and conduct trainings. Works collaboratively with staff in other departments to develop and oversee training content, referral protocols, evaluation and follow-up.</p>

5%	Miscellaneous: Other duties as assigned including conducting outreach to diverse stakeholder communities and other miscellaneous tasks.
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Supervision Received:

This position receives direct supervision from the Regional Director and general supervision from the General Counsel, including delegation of assignments, feedback on work product, and supervision and enhancement of in-court litigation skills.

Supervision Exercised: None

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 013-260-5795-900 (Limited Term)		Date:			
Class: Attorney III		Name:			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing applications and related documents; preparing forms; proofreading documents.					X
HEARING: Answering telephone inquiries and providing verbal information.					X
SPEAKING: Answering inquiries over the telephone and providing verbal information; public speaking at Board sponsored and other workshops.					X
WALKING: Distributing information and work to be reviewed to supervisory staff; copying				X	
SITTING: Sitting at desk answering telephone inquiries or making telephone calls for clarification of project issues during application reviews; reviewing project applications.					X
STANDING: When providing public presentations.		X			
BALANCING:	X				
CONCENTRATING: Analysis of project to determine eligibility and feasibility under federal and state regulations; determining appropriate response to written correspondence; determining needs of callers and providing information; preparing staff reports and federal & state tax forms and documents.					X
COMPREHENSION: Understanding procedures and policies governing the Board; understanding the inquiries from callers.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY: Carrying projects from file room to office.			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Pushing buttons on the computer, calculator and telephone.					X
REACHING: Answering telephone.				X	
CARRYING: Transporting project application files to and from office and file room.			X		
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Using computer.				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer, telephone, Xerox machine; fax.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS:				X	
WORKING IN CONFINED SPACE: Enclosed office environment.					X

NAME: _____ POSITION NUMBER: 013-260-5795-900

PART B

PROSPECTIVE EMPLOYEE RESPONSE

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

- ☐ No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
- ☐ No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
- ☐ Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
- ☐ I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

- (1) The essential function in question, and
- (2) The specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A member of the HR team may contact you to discuss potential accommodations; you will be provided information regarding your specific Reasonable Accommodation, if it is deemed necessary in order for you to perform the essential function(s) of the job.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature

Date Signed