

RPA NUMBER 28731	DGS DIVISION / OFFICE or CLIENT AGENCY California Law Revision Commission	
UNIT NAME Committee on Revision of the Penal Code	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 925 L Street Ste. 275 Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Attorney IV	POSITION NUMBER 434-100-5780-001	CBID R02
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 8am - 5pm	TENURE Permanent	
WORKING TITLE Attorney IV	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The Mission of the California Law Revision Commission is to study legal problems, as assigned by the Legislature, and recommend statutory reforms to address them.

The Committee on Revision of the Penal Code is organized as part of the Law Revision Commission, but it is a separate deliberative body with its own membership and duties. It exists to study the law governing criminal sentencing, incarceration, and criminal procedure and make recommendations for statutory reform to the Legislature and Governor.

POSITION CONCEPT

Under the direction of the Attorney Supervisor, the Attorney IV on the Criminal Law Team at California Law Revision Commission (CLRC) is primarily responsible for background research and analysis of the law and policies relevant to the new Commission's studies; performing the most complex, sensitive, and difficult work and assignments with a high degree of independent judgment, decision making, and broad discretion related to a comprehensive range of staff legal work, and in compliance with state and federal laws, rules and regulations, and other legal authorities.

<input type="checkbox"/> Medical Clearance	<input type="checkbox"/> Background Clearance	<input type="checkbox"/> Typing	<input type="checkbox"/> DMV Pull Notice	<input type="checkbox"/> Drug Testing
SPECIAL REQUIREMENTS <input type="checkbox"/> Vehicle Home Storage Permit	<input type="checkbox"/> Driver's License and Class (specify below in Description)	<input type="checkbox"/> Certificate (specify below in Description)		
<input checked="" type="checkbox"/> Professional License (specify below in Description)	<input type="checkbox"/> Other (specify below in Description)			

Telework
The employee must reside in California upon appointment.

Professional License
This position requires a valid license in: The State Bar of California

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performs in-depth research of the most complex and sensitive legal topics assigned (including empirical data, academic studies, and judicial, statutory, and administrative authorities) by conducting initial background research, framing legal issues, policy issues, and governing laws ,

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	utilizing Westlaw, Internet resources, interviews with knowledgeable parties, Google applications, and Microsoft (MS) Office, in order to determine major legal and policy issues to be addressed by Committee in its deliberations
30%	Prepares staff memorandums and reports, presenting research and analysis results to Committee by drafting analysis, tentative and or final recommendations, and legislation for Committee's consideration, utilizing Westlaw, Internet resources, Google applications, and MS Office, in order to present necessary information to the Committee and the public, for deliberations at their public meetings.
15%	Assists with proposed legislation, reviewing bill drafts from Legislative Counsel, preparing fact sheets and other background information, analyzing opposition, drafting bill amendments, and testifying at legislative hearings, utilizing Westlaw, Internet resources, Google applications, and MS Office, in order to support the Legislature's consideration of Committee-recommended reforms.
10%	Communicates with scholars, subject matter experts, government officials, private stakeholders, and other interested persons regarding the most complex and sensitive Committee studies by utilizing phone, teleconference, email, in-person, and formal writing, in order to collaborate, promote transparency, and ensure overall mission of the Committee is communicated, executed, and delivered.
5%	Attends public Committee meetings to present materials related to the most complex, sensitive, and difficult assigned studies by leading discussion of the materials, answering questions from participants, and recording decisions regarding presented material utilizing Westlaw, Internet resources, Google applications, and MS Office, in order to support the Committee's deliberative process and the public's involvement.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as required in alignment with the Attorney IV Class Specifications and other duties as assigned by representing the Committee at public events, legislative "meet and greets," etc. utilizing Internet resources, calendars, and various forms of communication, in order to stay abreast of current events related to the Committee's objective, and to ensure adherence to state, and federal laws, rules and regulations, and other legal authorities.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is eligible for telework in accordance with CLRC's Telework Policy and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require up to 5% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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