

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Executive Branch/Legal	POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5871-001
UNIT NAME AND LOCATION Office of General Counsel	CLASS TITLE Attorney, Assistant Chief Counsel
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5871-001

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the General Counsel (Exempt), the Attorney, Assistant Chief Counsel (ACC) will lead, supervise, advise, and direct a team of attorneys and legal analysts in OGC for the California Department of Fish and Wildlife's (CDFW) Office of General Counsel (OGC) and will work closely with the office's other ACCs to ensure management consistency.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	For a team consisting of legal analysts as well as attorneys whose practice areas include laws related to real estate, torts, grants, human resources, public contracting, and mitigation banking, all in the context of natural resources law: recruit, train, and onboard staff; plan, organize, advise, consistently and effectively mentor, and review the work related to the Department's legal functions; set staff expectations, assign and direct work; monitor staff resources, develop implementation plans and adequately respond to workload fluctuations; monitor, evaluate, and complete employee performance appraisals; promptly identify and address and or resolve employee performance issues; identify staff training needs or opportunities for improved performance and job satisfaction; and facilitate team meetings to share information. This work includes overseeing administrative proceedings and litigation to which CDFW is a party or in which it is interested.
25%	Provide legal guidance on the most complex and sensitive issues to the Department's Director, deputy directors, branch chiefs, and other top-level management. This guidance will be both formal and informal, verbal and written. In addition, this position will provide similar legal services to the Natural Resources Agency and Governor's Office when appropriate.
10%	Handle the highest level of communications with the Governor's Office, Natural Resources Agency and other, state, federal, and local government officials, the Legislature, and representatives of the Office of the Attorney General.
10%	Oversee the drafting of complex legislation and regulations. Handle and oversee the handling of the procedural aspects of getting approval for legislation and regulations, including testimony before the Legislature.
10%	In coordination with the General Counsel and the other Assistant Chief Counsels, provide a point of connection within OGC for the Department's Tribal Liaison on tribal issues, and assist with mentoring other OGC attorneys in their own coordination with the Tribal Liaison.
5%	Oversee team expenditures and budget.

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5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Collaborate with the General Counsel and other Assistant Chief Counsels on office management, strategic planning, organizational structure, and accountability of the Office of General Counsel.</p> <p>Special Personal Characteristics: This position requires outstanding communication skills and the application of sound judgement.</p> <p>Interpersonal Skills: This position requires outstanding interpersonal skills in supervision and working with others as part of a team.</p> <p>WORKING CONDITIONS:</p> <p>Maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected when necessary to complete assignments in a timely manner. Position may require incumbent to sit for long periods of time. Light lifting or reaching may be required, though reasonable accommodation may be provided upon request. The position is located in Sacramento. Some overnight travel (<5%) may be required. Required to maintain active membership in the California State Bar.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE
		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE
		DATE