



DUTY STATEMENT

PR LOG #: FR25-180

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Attorney, Assistant Chief Counsel				Assistant General Counsel	
BRANCH					
Legal, Audits and Charters Branch					
DIVISION				OFFICE	
Legal Affairs I					
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
M02	SE	3190	174-070-5871-002	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>In the California Department of Education (CDE), under the general direction of the State Superintendent of Public Instruction (SSPI), the Chief Deputy Superintendent of Public Instruction, and the General Counsel of the Legal, Audits and Charters Branch, the Attorney, Assistant Chief Counsel is responsible for management of the Legal Affairs I unit in the Legal, Audits and Charters Branch.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
General Counsel					
SUPERVISORY RESPONSIBILITIES					
<p>The Attorney, Assistant Chief Counsel supervises the Deputy General Counsels (comprised of Attorney, Attorney III and Attorney IV classifications) in the Legal Affairs Division within the Legal, Audits and Charters Branch.</p>					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>Work in an office setting, daily use of computer and telephone.</p>					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Administer and direct the Administration of the Legal Affairs I Division of the Legal, Audits, and Charters Branch. Manage and directly supervise the Deputy General Counsels (DGCs). Responsible for the coordination, direction, and priority setting of all legal workload including all matters handled by all Attorneys I, III and IV. Direct the application of departmental policy to litigation and administrative hearings and independently determine tactical approaches to such matters. Manage the transactional work of DGCs relating to contracts, Memoranda of Understandings, grant applications, and data-sharing agreements. Direct the preparation of legislation, regulations, legal advisories and opinions, and the analysis of federal and state legislation and appellate court decisions. Serve as backup to the General Counsel. Review draft briefs, memos, advice, and recommendations prepared by DGCs to ensure reflection of and compliance with applicable laws and departmental policies and ensure DGCs are complying with the rules of professional responsibility. Review Legal Advice Requests and make attorney assignments based on the skills needed for the work, the abilities and workload of the DGCs, and the needs of the clients. Communicate with clients regarding the status of and recommendations as to legal matters.

Relative % of Time Required: 30

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Perform complex legal work. Research and write the most difficult legal opinions, motions, briefs, etc.; participate in major litigation preparation and conduct. Appear and present the most complex legal positions of the State Superintendent of Public Instruction (SSPI), the State Board of Education (SBE) and its members, and the CDE before legislative and judicial forums. Direct, lead and coordinate settlement discussions. Develop, recommend, and review proposed state policy impacting K-12 educational programs throughout California. Develop and make recommendations to the SSPI, SBE and its members; provide information to the Legislature, SBE, and the Governor's office regarding the impact of proposed policies.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Develop, modify and implement office policies and procedures (such as the Attorney Desk Reference Manual) and ensure DGCs are in compliance when performing the work; conduct staff meetings; provide professional development opportunities; provide constructive feedback to DGCs; perform performance reviews; submit probation reports; attend mandatory and discretionary trainings; participate in work groups and seminars; attend leadership meetings and implement management directives; manage budget and resources, including ordering, approving and executing purchase orders and invoices, delegation orders, Summary Cover Memos and other paperwork; oversee hiring and interview process; support and advise administrative staff.

Relative % of Time Required: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		

Relative % of Time Required: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		

Relative % of Time Required: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**PERSONAL CONTACTS**

Will report to the General Counsel, have "job alike" contact with the other Assistant General Counsels, supervise Attorneys, work closely with Legal office support staff, and interact with various subject matter program managers and line staff throughout the Department in providing legal advice and support. May interact with State Board of Education liaisons. Will also interact with the Attorney General's Office and opposing counsel regarding pending litigation. May interact with legislative staff regarding pending legislation. May respond to members of the public regarding various inquiries, Public Records Act requests, etc.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor