



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Attorney, Assistant Chief Counsel
Legal Division

Under the general direction of a Chief Deputy Legislative Counsel, the Principal Deputy Legislative Counsel II (PDLC II) serves as the manager of a branch of the Office of Legislative Counsel's (OLC's) legal division and is responsible for the overall management and administration of a team of attorneys and supervising attorneys. As the branch manager, the PDLC II exercises the authority to make decisions on a wide range of legal issues and subject matter under their jurisdiction, and can commit the OLC to a course of action on behalf of the Legislative Counsel and a Chief Deputy Legislative Counsel. The PDLC II determines the organization of legal staff within the branch; prioritizes workflow based upon the current needs of legislative clients; determines the appropriate assignment of legal staff resources to meet workflow needs, including the use of legal teams within and across branches of the legal division; and determines the need for referral of work for review by a Chief Deputy. In coordination with the supervisory Principal Deputy Legislative Counsel I (PDLC I), the PDLC II reviews and approves the most complex legislative bills and amendments, and works with attorneys and PDLC Is to determine the most appropriate strategy for providing accurate and timely legal services and advice to Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons. The PDLC II is responsible for coordinating the provision of legal services and advice with other managing attorneys on legal matters that concern multiple subjects and branches of the legal division.

Classification: Attorney, Assistant Chief Counsel

Working Title: Principal Deputy Legislative Counsel II

Supervision Received: Reports directly to a Chief Deputy Legislative Counsel

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. Attorneys are expected to work all hours as necessary to accomplish their assignments. Although attorneys will generally average a 40-hour work week, longer work hours may be required and attorneys may be required to be on standby during certain times of the year.

% of Time* **Duties Performed**

40%	Plans, organizes, coordinates, and directs the resources and workflow of their assigned branch. Receives and evaluates requests for legal services from Members of the Legislature, legislative staff, the Governor, and other clients or
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authorized persons to determine the most efficient and effective use of legal staff resources and workflow processes based on legislative and departmental priorities to ensure timeliness, legal accuracy, and consistency. Reallocates resources as required to ensure the branch provides timely and high quality legal service for all jobs under the branch's jurisdiction. Develops policies, practices, and procedures to provide an efficient and accurate product.

- 20% Serves as the principal legal authority on subject areas in their assigned branch, and makes legal decisions on high profile and sensitive legal matters within those subject areas. Works with attorneys and PDLC Is to determine the most appropriate strategy for providing accurate and timely legal advice to Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons. Commits the OLC to legal interpretations and courses of action to legislative and other clients. Evaluates the matters pending within the branch, and, as necessary, elevates matters of critical legislative importance for review by a Chief Deputy Legislative Counsel and the Legislative Counsel. Coordinates the provision of legal services with other managing attorneys as necessary to ensure a consistent and accurate legal product for any legal matter that concerns multiple subject matter areas and branches within the legal division.
- 20% In conjunction with the PDLC I, assigns, reviews, and approves jobs within their assigned branch. Participates in branch planning and strategy meetings with attorneys and PDLC Is to determine the best and most accurate approach to take on the most difficult, complex, or novel legal issues within the branch. Provides legal guidance to attorneys and PDLC Is. Helps to ensure that drafts of proposed legislation, opinions, and/or letters meet the needs of the requester, are technically and legally accurate, reflect the style and philosophy of the Legislative Counsel, and are timely.
- 10% Works directly with the legislative leadership, Members, committee chairpersons, Secretary of the Senate, Chief Clerk of the Assembly, staff office directors, and other legislative staff when providing legal advice and consultation on a variety of issues, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals. Appears before legislative committees to provide legal advice on existing law or proposed legislation.
- 5% Evaluates performance of subordinate PDLC Is. In conjunction with the PDLC I, evaluates the performance of attorneys within the branch, establishes training plans for staff, and assists the PDLC I with the development and professional growth of attorneys.
- 5% Performs other duties as required and in accordance with the scope and level of responsibility of an Assistant Chief Counsel, which include, but are not limited to, interviewing applicants for attorney positions in the OLC and reporting assessments of applicants to the Chief Deputy Legislative Counsels and the

Legislative Counsel, acting as back-up to the Chief Deputy Legislative Counsels, other PDLC IIs, or PDLC Is in their absence, and participating in agency-wide strategic planning and other efforts as requested or assigned.

*The percentage of time devoted to each task will vary depending on the attorney's assigned branch, time of year, and needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date