

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Attorney		WORKING TITLE Staff Counsel		
PROGRAM NAME Office of the Director			UNIT NAME Legal Unit	
ASSIGNED SPECIFIC LOCATION Los Angeles			POSITION NUMBER 400 – 113-5778-018	
BARGAINING UNIT R02	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

This is an entry level classification for persons qualified to practice law in the State of California. Attorneys assigned to Range A perform the least difficult professional legal work in the Department of Industrial Relations Office of the Director—Legal Unit (OD-Legal). Based upon the appropriate Alternate Range Criteria, attorneys are assigned progressively more difficult professional legal work as their competence increases. Attorneys assigned to Range B independently perform professional legal work of average difficulty. Attorneys are not expected to have any prior substantive knowledge of the subject areas of the Department, but are expected to be able to perform competently as an entry level attorney, and to be capable of learning new material and skills and to grow and develop their professional abilities over time, commensurate with years of experience.

Under the direction of the Chief Counsel of the Office of the Director—Legal Unit (OD Legal) and the Assistant Chief Counsels, the incumbent represents the Director of the Department of Industrial Relations, the Department, and division chiefs and managers in a variety of subject areas within the responsibility and jurisdiction of the Department. The incumbent is expected to appear in workers' compensation, civil or administrative courts as necessary and as assigned; to communicate in a professional, respectful and productive manner with opposing counsel, clients, stakeholders, colleagues, and the public; to travel as necessary and as assigned; and to demonstrate good judgment and act with high ethical standards. The ability to travel for a short duration (one to two days) is also required for this position.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30%	Provide legal analysis, advice, and representation to the Claims Unit of the Uninsured Employers Benefits Trust Fund (UEBTF), which is delegated authority by the Director to adjust workers' compensation claims involving uninsured employers. Make appearances at the local district offices of the Workers' Compensation Appeals Board, and prepare petitions and answers at the trial level and on administrative review of trial decisions.
30%	Provide legal analysis, advice, and representation to the Claims Unit of the Subsequent Injuries Benefits Trust Fund (SIBTF), which is delegated authority by the Director to adjust claims involving people with disabilities who sustain serious

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	industrial injuries. Make appearances at the local district offices of the Workers' Compensation Appeals Board, and prepare petitions and answers at the trial level and on administrative review of trial decisions.
25%	Provide legal analysis, advice and representation to the Director and the Department as a member of a practice area team in one or more of the following subject areas: 1) researching, analyzing and making recommendations to the Director on public works coverage determinations; 2) representing the Department in employment law and personnel matters before the State Personnel Board, Equal Employment Opportunity Commission, Department of Fair Employment and Housing, Unemployment Insurance Appeals Board, and in related civil litigation (an Attorney would generally be second chair in such matters); 3) representing the Department with respect to Public Records Act requests and any related litigation; 4) advising the Director and the Department with respect to matters involving the Information Practices Act, privacy, and contracts of all kinds; 5) reviewing and drafting recommended decisions on appeals from Labor Commissioner's decisions in retaliation complaint investigations; and 6) preparing legislative bill analysis documents and advising the Director with respect to rule making, legislation, and general policy issues. Attorneys will be expected to learn new substantive law and procedures. They will receive training in various areas, and will often work as a team with a more experienced attorney.
10%	Serve as second chair to a more experienced attorney, represent the Director, the Department, and division chiefs in state and federal civil litigation involving any of the following substantive areas, without limitation: workers' compensation law; the California Prevailing Wage Law; challenges to the validity or enforcement of regulations; challenges to the constitutionality of statutory provisions and/or Department practices; apprenticeship matters; self-insured workers' compensation plans; Public Records Act requests and litigation; wage and hour law; and occupational health and safety matters.
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Percentage of Time Spent	Marginal Job Functions
5%	Performs other job-related assignments and duties as required based on operational needs of the Department and Legal Unit.

Conduct, Attendance, and Performance Expectations

This position requires a high degree of professionalism, independence, organization, and productivity. The incumbent manages a caseload exercising initiative and judgment. All attorneys within OD-Legal are expected to conduct themselves ethically, to behave in a professional manner at all times while representing the Department, to demonstrate good judgment, and to treat others with respect and courtesy. According to the Bargaining Unit 2 MOU, which applies to all attorneys in OD-Legal, "[e]mployees are expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities. Employees will normally average forty (40) hours of work per week including paid

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leave; however, work weeks of a longer duration may occasionally be necessary."

Supervision Received

Staff Counsel work under the direction of the Assistant Chief Counsels and Chief Counsel of the Office of the Director—Legal Unit.

Supervision Exercised

Staff Counsel do not supervise other employees.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Office of the Director - Legal Unit, is located in an office environment on the 18th floor of a 45-story private office building located at 355 S. Grand Avenue, Los Angeles, California. Employees in this position work in an office at desks, and are required to work extensively on computers as necessary for the drafting of letters, briefs and other documents, and for research, email communication, file review, training and other purposes.

Special Requirements/Other Information

This position requires travel. Travel is within the state and of short duration, usually requiring only day trips, or overnight stays of one to two days. Travel to certain locations may require that the employee drive either a personal or rented vehicle. Approximately every two years, OD Legal holds a training conference that may require travel for three days and two nights.

Physical Abilities

Employees in this position work in an office at desks and in a stationary position for prolonged periods of time. Employees are required to work extensively on computers as necessary for the drafting of letters, briefs, and other documents, and for research, email communication, file review, training and other purposes. Attorneys are expected to handle their own word processing, and secretarial support is generally limited to finalization and filing process.

Additional Requirements/Expectations

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Personal Contacts

Attorneys in this position have contact with other attorneys and staff in OD—Legal, employees and supervisors and managers in other divisions of DIR, staff and management in the Director's Office and at the Labor and Workforce Development Agency, opposing counsel in their cases, unrepresented parties in their cases, judges and staff at administrative agencies, judges and staff in civil courts, court reporters, and members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work

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cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

MM

09/29/2025

C&S Analyst Initials

Approval Date