



DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5778-901		<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM Legal & Legislative Affairs		CLASSIFICATION TITLE Attorney			
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Staff Counsel			
REGIONAL HUB Choose an item.		COI Yes	WWG E	CBID SE	TENURE P
		TIME BASE FT			
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known)		EFFECTIVE DATE			
PRIMARY DOMAIN (IT positions only)		Choose an item.			

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the supervision of LCI's Chief Counsel, the Attorney (Staff Counsel) is responsible for providing research and analytical legal services needed to advise LCI executives, management and staff on a variety of legal issues, including rulemaking processes pursuant to the Administrative Procedure Act. Staff Counsel will provide written and oral advice, draft and review legal correspondence and perform a variety of legal tasks. The Staff Counsel shall, as needed, provide legal support where LCI is engaged in litigation in coordination with the Attorney General and LCI's Chief Counsel.

% 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. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS
35%	Rulemaking Support Provide legal support for rulemaking processes pursuant to the Administrative Procedure Act ("APA") to update LCI regulations and the California Environmental Quality Act ("CEQA") Guidelines. Work in conjunction with LCI's legal team and Planning and Policy Teams to identify areas where LCI and CEQA regulations may require updates and identify what provisions of the APA may be utilized to complete those updates. Provide legal recommendations on complying with all procedures set forth under APA in the implementation of new rulemakings and of non-regulatory processes set forth at Section 100 of the APA. Advise LCI Chief Counsel and Executive Team on options for regulatory compliance.



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35%	Organizational Legal Support Perform general legal tasks associated with compliance with laws and regulations, including, but not limited to, the Administrative Procedure Act, California Public Records Act, Bagley-Keene Open Meetings Law, and the Americans with Disabilities Act, among others. Provide legal assistance to the Strategic Growth Council, the Office of Community Partnerships and Strategic Communications, California Volunteers on an as-needed basis. Advise on contracts and grants. Provide legal advice on pending litigation matters involving LCI.
20%	Technical Assistance legal Support Assist in providing technical assistance to local governments and other members of the public on land use, housing and other planning issues, as needed. Provide legal support in developing and updating technical advisories and other tools to assist the public. Assist in the development of the General Plan Guidelines and other LCI publications and guidance documents, as needed.
5%	Legislative Support Assist in providing legal analyses of upcoming bills and other legislative proposals that might impact LCI or one of its policy areas. Meet with the legislative team to discuss proposed legislation, and prepare legislative analyses to the Legislative Director, LCI Chief Counsel or other members of the executive team, as requested. Participate in meetings with legislative staff or members of the legislature, as needed.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; present simple to moderately complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; prepare and present simple to moderately complex cases before boards, commissions, trial courts, and appellate courts; present simple to moderately complex cases before administrative bodies.



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DESIRABLE QUALIFICATIONS:

- Ability to conduct legal research and writing, sometimes under short deadlines.
- Experience drafting, reviewing, and revising legal documents such as grants and grant related documents, contracts, letters, memos, and legislation.
- Experience with the California Administrative Procedure Act.
- Ability to represent LCI in dealings with other government agencies, members of the legislature and legislative staff, and private entities in a way that reflects well on the agency.
- Demonstrated ability to maintain effective working relationships with colleagues, program staff and management, staff of other state and federal agencies, and client advocacy organizations, while working independently and as part of a team.
- Superior analytical and communication skills, both verbal and written, superior interpersonal skills, and tact.
- Superior research skills and work habits and the ability to complete work under deadlines.
- Familiarity with the California Environmental Act and other California environmental and land use laws

SPECIAL PERSONAL REQUIREMENTS:

Ability to create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Proven commitment to serving diverse communities. Ability to exercise initiative, flexibility, and confidentiality. Ability to operate independently, but with the judgment to know when to ask for assistance and guidance from a supervisor or colleague.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE