

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>28743</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Department of General Services</b>	
UNIT NAME <b>Office of Legal Services</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street, West Sacramento, Ca 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Attorney III</b>	POSITION NUMBER <b>306-058-5795-001</b>	CBID <b>R02</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>SE</b>
WORK SCHEDULE (DAYS / HOURS) <b>Mon - Fri/8:00 am - 5:00 pm</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Attorney III</b>	TIMEBASE <b>FT</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the direction of the Assistant Chief Counsel, the Attorney provides legal advice to DGS staff on program-specific issues and other state agency staff pertaining to state contracting, procurement, and personnel matters. The Attorney represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

**SPECIAL REQUIREMENTS** ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)  
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides general legal advice, policy, regulation, and legislation review to DGS programs to ensure compliance with law, which may include but not limited to specific program issues, Information Technology and Artificial Intelligence use in procurement, privacy and IPA, public record act requests, and open meeting laws.
25%	Provide legal advice to DGS and other state agencies by researching, reviewing, and evaluating complex and high profile public contracting and procurement matters to ensure compliance with state law, the State Contracting Manual and state policy.
15%	Represents the department as legal counsel in administrative proceedings regarding state

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PERCENTAGE	DESCRIPTION
	contracting and procurement and small business certification matters by preparing necessary filings and appearing on behalf of the department in order to facilitate favorable resolution of matters pending against the department.
10%	Serves as the department's liaison with the Attorney General's Office or private counsel representing the department in litigation by facilitating exchange of necessary information between the DGS program and litigation counsel and recommending litigation strategy to ensure effective resolution of legal actions pending against the department.
10%	Advise and provide training to DGS and other state agencies on the state's intellectual property policies and best practices in order to protect the state's intellectual property assets/copyrights.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Performs other Attorney III duties as assigned.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☐ Travel (Specify the percentage in the travel box below)

Daily and frequent use of computer and a variety of software applications.

Reliable and dependable attendance.

Ability to timely respond to clients' and customers' requests during business hours.

Appropriate business attire for a legal office work environment.

**DESIRABLE QUALIFICATIONS**

Knowledge of the law and abilities in legal research and analysis

Excellent oral and written communication skills

Ability to work independently and as part of a team to handle multiple assignments at once.

Litigation or legal consultation experience in information technology-related contracts formation or performance management and/or privacy laws.

Ability to quickly grasp legal concepts in multiple or new areas of law.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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