

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Office of the General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5795 - XXX
DIVISION/UNIT Office of Legal Ethics & Accountability	CLASS TITLE Attorney III
INCUMBENT NAME Vacant	WORKING TITLE Legal Ethics & Accountability Attorney

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the General Counsel and under administrative direction of the Deputy General Counsel, the Attorney III will act as a Legal Ethics & Accountability Attorney with minimal supervision and is a subject-matter expert, and will consult with and advise internal and external stakeholders and business partners concerning the more complex laws, regulations, standards, and guidelines associated with ethics and compliance. The Attorney III works in partnership with the Attorney V to support Office of Legal Ethics & Accountability (OLEA) strategies and objectives.

% 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.
	ESSENTIAL FUNCTIONS
35%	Provide legal advice on the more complex legal matters as a subject matter expert and consult with General Counsel and Deputy General counsel, external (e.g., federal, state, local, and private) legal counsel, stakeholders, business partners and staff concerning ethics and compliance; this includes the Political Reform Act, the California Public Records Act, the Information Practices Act, the Fair Political Practices Commission (FPPC) required economic disclosures, gift and travel regulations, rules and policies, placement agent laws and regulations, conflict of interest evaluations, conflict of interest code compliance and revisions, and vendor/contractor gift and campaign contribution disclosures.
30%	Review and prepare responses to the more complex requests for information pursuant to the California Public Records Act. Provide legal assistance with respect to other matters involving the discourse of information including electronic discovery, member information inquiries, litigation holds, evidence preservation, subpoena responses, and media relations inquiries.
20%	Independently evaluate and analyze best practices in ethics and compliance to ensure the Office of Legal Ethics & Accountability program parallels industry standards. Partner with the Attorney V and oversee the Ethics Hotline. Partner with program staff to develop and provide statutorily mandated Ethics Training; proffer Board Governance Committee presentations and oversee material preparation to inform the Board and its committees of any new or modified law or regulation that may impact Board policy. Collaborate with the Information Security Office on more complex issues that require legal analysis and advice from a subject matter expert; review proposed modifications to the Teachers' Retirement Board Policy Manual and CalSTRS policies.
10%	Provide legal consultation and oversight to program areas regarding training and implementation of ethics and compliance related policies and legal requirements.
	MARGINAL FUNCTIONS
5%	Participate in department-wide projects requiring legal office participation as assigned.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Office of the General Counsel		POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5778 - 013
DIVISION/UNIT Office of Legal Ethics & Accountability		CLASS TITLE Attorney
INCUMBENT NAME Vacant		WORKING TITLE Legal Ethics & Accountability Attorney
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the direction of the General Counsel and under administrative direction of the Deputy General Counsel, the Attorney will act as the Legal Ethics & Accountability Attorney and is a subject-matter expert and will consult with and advise internal and external stakeholders and business partners concerning the less complex laws, regulations, standards, and guidelines associated with ethics and compliance. The Attorney works in partnership with the Attorney V to support Office of Legal Ethics & Accountability (OLEA) strategies and objectives.		
% 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.	
	ESSENTIAL FUNCTIONS	
35%	Provide legal advice on the less complex legal matters and consult with General Counsel and Deputy General counsel, external (e.g., federal, state, local, and private) legal counsel, stakeholders, business partners and staff concerning ethics and compliance; this includes the Political Reform Act, the California Public Records Act, the Information Practices Act, the Fair Political Practices Commission (FPPC) required economic disclosures, gift and travel regulations, rules and policies, placement agent laws and regulations, conflict of interest evaluations, conflict of interest code compliance and revisions, and vendor/contractor gift and campaign contribution disclosures.	
30%	Evaluate and analyze best practices in ethics and compliance to ensure the Office of Legal Ethics & Accountability program parallels industry standards. Partner with the Attorney V and oversee the Ethics Hotline. Partner with program staff to develop and provide statutorily mandated Ethics Training; proffer Board Governance Committee presentations and oversee material preparation to inform the Board and its committees of any new or modified law or regulation that may impact Board policy. Collaborate with the Information Security Office on issues that require expert legal analysis and advice; review proposed modifications to the Teachers' Retirement Board Policy Manual and CalSTRS policies.	
20%	Review and prepare responses to the less complex requests for information pursuant to the California Public Records Act. Provide legal assistance with respect to other matters involving the discourse of information including electronic discovery, member information inquiries, litigation holds, evidence preservation, subpoena responses, and media relations inquiries.	
10%	Provide legal consultation and oversight to program areas regarding training and implementation of ethics and compliance related policies and legal requirements.	
	MARGINAL FUNCTIONS	
5%	Participate in department-wide projects requiring legal office participation as assigned.	
COMPETENCIES		
Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:		
<ul style="list-style-type: none"> • Adaptability/Flexibility • Communication • Customer/Client Focus • Teamwork • Work Standards/Quality Orientation 		

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED