

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Attorney	POSITION NUMBER 538-401-5778-xxx
WORKING TITLE Staff Attorney	DIVISION/UNIT Executive/Legal Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R02	CONFLICT OF INTEREST DESIGNATION 2, 3, 4, 5, 6, 7

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☒ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:

Under the general direction of the Chief Counsel and the Assistant Chief Counsels, the Attorney will perform a range of duties in connection with legal issues raised by the Department’s programs. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
30%	Provides legal advice on diverse legal issues including administrative enforcement, rulemaking, CEQA, public records, and litigation involving the Department’s divisions and programs. Also provides advice to staff and management and engage in other legal activities related to matters concerning departmental operations.
20%	Performs legal research and analysis; drafts memoranda and correspondence reflecting legal conclusions on legal issues; drafts inter-governmental cooperative agreements; prepares rulemaking packages; and assists with legislative analyses and proposals.

POSITION DUTY STATEMENT

20%	Works on litigation-related matters such as reviewing litigation briefs, drafts subpoena responses, provides deposition support, and completes evidence preservation and review for litigation against the Department.
15%	Assists with responses to Public Records Act requests, including preparing written responses to requests and reviewing responsive records
10%	Performs legal work on Department related matters as needed, including work related to civil service personnel actions, grant administration, contracting, and public finance.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Attorney reports to the Chief Counsel and Assistant Chief Counsels of the Legal Office.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The incumbent has daily contact with all levels of the Legal Office and Department personnel which includes the Director, Deputy Director, headquarters program managers and district management daily. The incumbent interacts with representatives from the Governor's Office, Natural Resources Agency and other State or government agencies, including control agencies, environmental organizations, contractors, consultants, and the public. Most of the material covered in these interactions are highly sensitive, controversial, and confidential.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success, integrity, and legality of the Department's Legal Office. Inadequate performance by the incumbent may delay work performed by others in the Department or compromise the mission and legal positions of the Department. Inadequate performance by the incumbent could lead to a range of undesirable consequences from, at a minimum, the slowing of Departmental programs, up to the issuance of court rulings or judgments against the Department or its personnel.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The incumbent shall possess the general qualifications of the position and perform their duties with integrity, dependability, accuracy, and the ability to work cooperatively with others. This position is eligible for telework in accordance with the Department of Conservation's Telework Policy and procedures.

POSITION DUTY STATEMENT

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequently	• Work all hours necessary to accomplish their assignments and fulfill their responsibilities. This will normally average forty (40) hours of work per week including paid leave; however, work weeks of a longer duration may occasionally be necessary. • Telework or work in proximity with other employees in a climate-controlled high-rise building. • Sit for long periods of time using a multi-line telephone, keyboard, video display terminal/computer monitor, and photocopiers/scanners. • Lift (up to 20 pounds), bend (neck and waist), stoop, squat, kneel, and twist (neck and waist) and perform repetitive hand motion. • Move and walk about the office, stand for long periods of time to retrieve or replace files and/or other materials and stand or sit during meetings.
Occasionally	• Travel via private or public transportation (automobile, airplane, etc.) inside California may be required. • Operation of state-owned vehicle may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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