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| <b>Classification</b><br><br>Attorney                                                                              | <b>Position Number</b><br><br>814-001-5778-210                    | <b>Location</b><br><br>Sacramento (Headquarters)                      |
| <b>Division/Branch</b><br><br>Executive Office                                                                     | <b>Supervisor's Classification</b><br><br>Assistant Chief Counsel | <b>Collective Bargaining Identification Designation (CBID)</b><br>R02 |
| <b>Conflict of Interest Disclosure:</b><br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <b>Incumbent (If filled)</b><br><br>VACANT                        |                                                                       |

☐ **Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

**SUPERVISORY RESPONSIBILITIES**  
**(Check One)**

☐ Managerial   ☐ Supervisory   ☐ Lead Person   ☒ None

| Direct Supervision Exercised: |                      | Indirect Supervision Exercised: |                      |
|-------------------------------|----------------------|---------------------------------|----------------------|
| No. of Employees              | Classification Title | No. of Employees                | Classification Title |
|                               |                      |                                 |                      |

I have read and discussed these duties with my supervisor.

|                    |      |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

|                      |      |
|----------------------|------|
| Supervisor Signature | Date |
|----------------------|------|

**Description of Duties** (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                 | <p>Under the direction of the Assistant Chief Counsel, the incumbent is assigned progressively more difficult legal work as their competence and experience increases.</p> <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Conducts legal research and provides legal support and advice regarding compliance with personnel and labor-related requirements under California civil service laws and regulations, California Labor Code, Fair Employment and Housing Act, Federal Labor Standards Act, Political Reform Act, and other pertinent laws. This includes, but is not limited to, issues regarding performance management and progressive discipline, personnel transactions, retaliation, whistleblower protection, equal employment opportunity complaints and investigations, bullying and workplace violence complaints and investigations, reasonable accommodation, protected leaves, personnel investigations, workers compensation, unemployment, privacy, security, and departmental policies. Drafts or assists in drafting administrative, legal, and personnel-related documents, including but not limited to personnel actions, policies, employment-related initiatives, investigation reports, and other written materials. Represents the Department before the State Personnel Board, California Department of Human Resources, California Unemployment Insurance Appeals Board, and the California Employment Development Department, as necessary.</p> <p>25% Researches and provides legal support and advice to DPR and its advisory bodies on various administrative and government law requirements such as the Bagley-Keene Open Meeting Act, Public Records Act, Political Reform Act, ethical conflicts, and other relevant requirements. Reviews legislation on administrative, employment, and government law requirements. Analyzes, advises, and responds to requests for public records and subpoenas.</p> <p>25% Provides legal support and advice to DPR regarding contracts and grants. Develops and reviews contracts and grants for compliance with law and policy. Reviews and evaluates contracts and grants dispute and claims issues, including bid protests and other issues arising from requirements of competitive procurement. Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable Departmental policies and procedures, DGS and CDT requirements, the State Contracting Manual, California Government Code, and other legal requirements.</p> <p>10% <b><u>MARGINAL FUNCTIONS:</u></b><br/>Performs other duties as required.</p> <p><b><u>WORKING CONDITIONS:</u></b><br/>Incumbent may be required to travel and work irregular hours.<br/>Ability to use a computer up to 8 hours a day.<br/>Occasional statewide travel with occasional overnight stays.</p> <p><b><u>CRITICAL JOB COMPETENCIES:</u></b><br/><b>Communication (oral, written, organizational, non-verbal):</b> Make clear and convincing oral presentations to individuals or groups; Inform, persuade, build consensus; know the audience, facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages – the body language says one thing, the words another; apply business-writing principles to all written communications.</p> |

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**Decisiveness:** Make decisions in a decisive and timely manner; accept accountability for decisions; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences.

**Conflict Resolution:** Turn conflict into opportunity for success; apply alternative dispute resolution mechanisms to specific situations.

**Technical Credibility:** Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps.

**Ethics/Integrity:** Create culture of trusting relationships; promote organizational vision and values through ethical leadership principles; tell it straight; admit mistakes; walk the talk – walking example of the vision and values of the organization through own authenticity.

**Flexibility/Adaptability:** Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably.

**Teamwork:** Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust.