

□CURRENT
⊠PROPOSED

DUTY STATEMENT

PR LOG #: FR25-308

BRANCH Legal, Audits, and Charters Branch	OFFICE	neral Counsel			
Legal, Audits, and Charters Branch					
DIVISION					
	Legal Affair				
Legal Affairs III		Legal Affairs III			
CBID WWG PCN POSITION NUMBER 5	SPECIFIC LOCATION				
R02 SE 3190 174-070-5795-139	Sacramento	0			
PROBATIONARY PERIOD TENURE]	TIME BASE	Ξ	BILINGUAL POSITION		
12 Months Permanent	Full-Time		No		
TELEWORK OPTION SAFETY SENSITIVE POSITIO	NC	CONFLICT OF IN	NTEREST CLASSIFICATION		
Hybrid		Yes			
DIRECTION STATEMENT AND GENERAL DESCRIPTION C	OF DUTIES				
Education (SBE) and its members in all litigation in federal and state courts, and all administrative tribunals, including the United States Department of Education, the Education Audit Appeals Panel, the State Personnel Board and the Office of Administrative Hearings. CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and					
possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Assistant General Counsel and General Counsel					
SUPERVISORY RESPONSIBILITIES					
None. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					

May require sitting for long periods of time while using a personal computer, other office equipment and reviewing documents. The work environment may be fast-paced and very detailed. At times, the work may be deadline driven. The position requires flexibility.

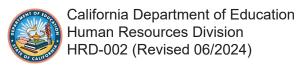
ESSENTIAL/NON-ESSENTIAL FUNCTIONS				
Relative % of Time Required:	90	⊠Essential Function	☐Non-Essential Function	
Duties Performed				
Represent the CDE, the SSPI and the SBE and its members in complex and difficult legal matters assigned directly or indirectly by the General Counsel or an Assistant General Counsel, typically in response to a request for legal advice request submitted by CDE or SBE staff or executives. Independently and with general direction handle all facets of each legal assignment, including developing strategies to achieve appropriate client goals from conception to disposition, seeking approval when indicated by the Assistant General Counsel and General Counsel. Ensure that procedures in the Attorney Desk Reference Manual are followed when performing the work. Ensure that the work conforms to applicable rules of professional responsibility while handling assignments. Based on client needs and workload, assignments may include: Conducting complex litigation filed in federal or state trial courts or administrative tribunals; preparing and arguing appellate and amicus curiae briefs in federal and state appellate courts; conducting legal research, discovery and investigations and providing advice to clients related to education issues and other topics as may be requested; reviewing, drafting, editing and preparing memoranda, opinions, recommendations, regulations, contracts, letters, management bulletins, legal advisories, guidance documents and other forms of internal and external communications, including those sent in response to requests for public records; consulting on and negotiating settlements and transactions; (Continued in next box)				
Relative % of Time Required:		⊠Essential Function	☐Non-Essential Function	
Duties Performed				
and appeals and advising the and advising on audit and over contracting manual, state admicoordinating and acting as liais	Department's adm rsight matters; adv inistrative manual son between clien	ninistrative staff in their adjudicat vising on CDE operational issue: , control agency policy, rules and ts and the California Attorney Go	ers; reviewing administrative complaints tory and prosecutorial roles; reviewing s including compliance with the state d regulations; and assisting, eneral's Office, outside counsel and and its members. Providing training as	
Relative % of Time Required:	10	⊠Essential Function	☐Non-Essential Function	
Duties Performed				
Perform administrative tasks s and other duties as assigned.	uch as attending s	staff meetings, required trainings	s, preparing tally sheets, time sheets,	

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Relative % of Time Required:	☐Essential Function	☐Non-Essential Function
Duties Performed		
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Duties Performed		
Relative % of Time Required:	☐Essential Function	☐Non-Essential Function
Duties Performed		

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SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS				
 Qualified persons with litigation experience Excellent writing skills Interest in becoming a member of a fast-paced office involved with very challenging issues at the forefront of state and national K-12 public education law A background in education-related law, civil rights law or litigation is desirable, but not required 				
PERSONAL CONTACTS				
	staff; attorneys for students, advocacy groups, school district	ts and other state		
EMPLOYEE ACKNOWLEDGEME	NT			
I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)				
EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE		
MANAGER/SUPERVISOR ACKN	OWLEDGEMENT			
l certify this duty statement represents discussed the duties of this position w	a current and accurate description of the essential functions of the employee and provided the employee a copy of this du	of the position. I have ty statement.		
MANAGER/SUPERVISOR NAME MANAGER/SUPERVISOR SIGNATURE DATE				
HRD C&P ANALYST	HRD APPROVAL DATE EFFECTIVE DATE DATE	E UPLOADED		



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CIVIL SERVICE CLASSIFICATION	WORKING TITLE				
Attorney	Deputy General Counsel				
BRANCH					
Legal, Audits, and Charters Branch					
DIVISION	OFFICE				
Legal Affairs III	Legal Affair	Legal Affairs III			
CBID WWG PCN POSITION NUMBER	SPECIFIC LOCATION				
R02 SE 3190 174-070-5778-XXX	Sacrament	0			
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Duties Performed				
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Duties Performed		
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Duties Performed		
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Duties Performed		

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EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE		
MANAGER/SUPERVISOR ACKN	OWLEDGEMENT			
l certify this duty statement represents discussed the duties of this position w	a current and accurate description of the essential functions of the employee and provided the employee a copy of this du	of the position. I have ty statement.		
MANAGER/SUPERVISOR NAME MANAGER/SUPERVISOR SIGNATURE DATE				
HRD C&P ANALYST	HRD APPROVAL DATE EFFECTIVE DATE DATE	E UPLOADED		