

## DUTY STATEMENT

### EFFECTIVE DATE

#### POSITION NUMBER (Agency – Unit – Class – Serial)

815 - 102 - 5749 - 001

#### CLASS TITLE

Attorney Supervisor

#### WORKING TITLE

Supervising Attorney – Legal Services

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 general direction of the Assistant General Counsel for Legal Services, the Attorney Supervisor assists the Assistant General Counsel in supervising, assigning, planning, organizing, directing, coordinating, reviewing, and monitoring the work of staff in the Legal Services unit. The incumbent handles the most difficult and complex legal matters and confers with the Assistant General Counsel and management on policy and procedures as they relate to Legal Services.

% 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.
35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Provide expert legal representation and advice to CalSTRS; supervise, assign, plan, organize, direct, and review work of attorneys in the Legal Services unit. Supervise staff to assure that functions are completed appropriately and in a timely manner. Evaluate the performance of subordinate staff and take or effectively recommend appropriate action to address areas of improvement and maintain CalSTRS goals. Provide professional direction to staff and outside counsel concerning the interpretation and application of laws applicable to CalSTRS. Participate in strategic planning. Provide quality and quantity review and supervision of attorney work.</p>
35%	<p>Monitor Legal Services' role in acting as in-house counsel to the system; in conjunction with the Assistant General Counsel: develop, implement and monitor appropriate case management and control procedures. Monitor the fiscal and personnel resources of Legal Services. Provide expert legal counsel with respect to questions regarding the Teachers' Retirement Law, its application, and effect of federal law and other state law on the operations of CalSTRS. Prepare formal opinions and advice letters; analyze, review, and draft state and federal legislation. Supervise or provide review and advice on contracts, settlement agreements, various agreements and written documents. Maintain open communication between the Assistant General Counsel and member appeals and benefit issues.</p>
15%	<p>As an expert representative of Legal Counsel, attend meetings of the Teachers' Retirement Board and its committees; draft minutes of meetings as assigned. Oversee the benefits appeals process including all levels of pre-litigation, appeals and through litigation; appear in administrative, civil or criminal courts on behalf of CalSTRS; file motions for hearings, trials or appeals as necessary.</p>
10%	<p>Participate in organization-wide projects requiring legal office participation as assigned by the Assistant General Counsel and in departmental special projects.</p>
<p><b>MARGINAL FUNCTIONS</b></p> <p>5% May act as Assistant General Counsel at the request or in the absence of the Assistant General Counsel.</p>	

### 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
- 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
-------------------------	----------------------	-------------