

## DUTY STATEMENT

**Job Classification:** Attorney IV- Licensing  
**Working Title:** Assistant General Counsel - Licensing  
**Position Number:** 024-050-5795-XXX  
**Scheme and Class**  
**Codes:** OA82:5795  
**Reports To:** General Counsel  
**FLSA Status:** Exempt  
**Divisions:** Executive/Law & Policy Unit  
**Location:** Sacramento  
**Prepared By/Date:** Human Resources – December 2025

## DEPARTMENT STATEMENT

The Department of Alcoholic Beverage Control (ABC) is committed to providing the highest level of service and public safety to the people of the State through licensing, education, and enforcement. ABC values diversity at all levels of the organization and is committed to fostering an environment in which employees are welcome and can thrive. Employees at ABC are required to provide exceptional customer service, maintain regular attendance, act with integrity, and be professional and responsive.

## SUMMARY

Under general direction of the General Counsel, the Attorney IV performs a high volume of legal assignments of the most complex and sensitive nature. With respect to the duties below, the Attorney IV's work product is expected to require minimal revision from supervisory staff. Provides legal advice to the Department's executive staff, management, and program staff primarily in connection to licensing matters, including the most complex and sensitive matters. Incumbents respond orally and in written format to Department personnel, outside agencies, licensees, license applicants, and members of the public regarding licensing matters. Additionally, the Attorney IV advises Divisions, District Offices, and other Department personnel on pending licensing and protest matters, particularly with respect to tied-house laws and complex ownership structures. Duties also include working on regulations and legislative proposals as well as advising various Department units, including Human Resources and the Trade Enforcement Unit, regarding legal matters. Incumbents are expected to work with broad discretion and independence and to be expert in the complex area of law within the Department's legal program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

<u>%</u>	<u>Function</u>	
60%	Advising	Provides legal counsel on the most complex and controversial issues involving laws under the Department's jurisdiction. Consults with and advises the Director, Chief Deputy Director, General Counsel, and Division Chiefs on the legal and policy issues most important to the department's licensing functions. Research and interpret laws, explain complex requirements to members of the public, licensees, license applicants, Department personnel, and government agencies regarding

the Alcoholic Beverage Control Act and other laws, Department procedures, and legal obligations; work with and advise Divisions, District Offices, and other Department personnel regarding legal matters, including legal strategy in handling complex licensing applications, which often involve complicated multi-level corporate structures, trusts, and potential tied-house conflicts. Identifies potential legal problems and proposes solutions, analyzes statutes, regulations, policies, and court rulings affecting the programs, duties, functions and responsibilities of the Department. In addition, advise Department personnel generally with respect to licensing and enforcement investigations, tied house and trade practice laws and regulations, and related issues. Serves as the backup to the General Counsel and Assistant General Counsel – Regulations, as needed.

15%	Legislation and regulations	Assist and advise the Department regarding legislative matters and policy analyses of bills pending before the Legislature for impact on the Department. Assist with and participate in rulemaking procedures and legislative proposals; provide advice, review, and draft policies for the Department; provide advice related to and respond to public records act requests and subpoenas.
10%	Decision review	While ensuring appropriate separation of prosecutorial and advisory functions, review investigative reports, licensing applications, disciplinary proceedings, and related documents. Advise Divisions, District Offices, and other Department personnel regarding such matters; prepare legal opinions. Review proposed decisions prepared by Department Administrative Law Judges; advise the Director with respect to any legal issues concerning such proposed decisions and make appropriate recommendations. In cases involving rejected proposed decisions, review the administrative record, review the arguments of the parties, prepare analyses, and draft final decisions for consideration by the Director. Make recommendations concerning decisions under consideration for designation as precedential.
5%	Personnel	Provide legal advice to Human Resources regarding personnel matters, including workers' compensation, rejections during probation, and disciplinary actions. Review and assist with the drafting of correspondence and pleadings. Represent the Department in proceedings before the State Personnel Board.

#### **MARGINAL DUTIES AND RESPONSIBILITIES**

5%	Training	Assist in the legal training of Department personnel and law enforcement agencies; and participate in training related to duties.
5%	Misc.	Perform other duties as assigned.

**Supervisory Responsibilities:** This job has no formal supervisory responsibilities but may act in a lead capacity

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. Position requires travel, which may be extensive. The noise level in the work environment is usually moderate.

If the employee is working at an alternate work location during telework, they are required to maintain a safe working condition at the approved site, abide by the Departments Telework Policy and Ergonomic Policy, and agree to maintain a distraction-free remote work environment. Further, employees are required to be available through various forms of communication during work hours.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employees are required to use a computer and to travel, most frequently by vehicle.

***I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)***

***The essential and marginal job duties have been discussed with the employee and a copy has been provided to the employee.***

SUPERVISOR DATE	EMPLOYEE	DATE
PRINT NAME	PRINT NAME	

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; performs legal research; and uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and participates in meetings.

Team Work – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; provides logically reasoned and well researched arguments, and is able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and supports equal employment opportunities and respects diversity.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.

Dependability – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and asks for and offers help when needed.

Innovation – Generates suggestions for improving work; and presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; and uses equipment and materials properly.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Excel spreadsheet software; Internet Explorer and be able to learn Department database and other software.

#### **KNOWLEDGE AND ABILITIES, ETC.**

Knowledge of: Legal principles and their application; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced.

Ability to: Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems; perform exceptionally difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft complex and difficult opinions, pleadings, regulations and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; and work effectively under pressure.

Certificates and Licenses: Active membership in The State Bar of California is required.