

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
ETHICS UNIT**

JOB TITLE: Deputy Attorney General Range A-B

STATEMENT OF DUTIES: The Office of General Counsel (OGC) within the Department of Justice is primarily responsible for mitigating legal risks and costs; ensuring compliance with applicable laws and ethical obligations across the Department; overseeing the development of Department policies and procedures; and serving as a clearinghouse for the provision of legal advice to the Department's various programs and bureaus. The Ethics Unit within the Office of General Counsel has special responsibility for providing legal advice and representation related to California laws, regulations, and standards governing financial and other conflicts of interest, government ethics, public records, and open meetings, including but not limited to the Political Reform Act, Government Code section 1090, the California Rules of Professional Responsibility, the Public Records Act, and the Bagley-Keene Open Meeting Act and the Brown Act.

Deputy Attorneys General in Range A are qualified to practice law in California and have the ability to perform the routine legal work of the section. Deputy Attorneys General in Range B have the ability to handle the routine legal work of the section as well as the more complex and sensitive legal work in this class. They also are expected to exercise a greater degree of independent judgment. Deputy Attorneys General in both ranges manage an increasingly challenging workload and produce high-quality work product, sometimes under tight deadlines. Deputy Attorneys General may direct, monitor, and oversee the work of paralegals.

SUPERVISION RECEIVED: Deputy Attorneys General work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In a particular matter, the Supervising Deputy Attorney General or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to twenty-five pounds may be required. Occasional statewide travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. While teleworking, OGC attorneys must work in compliance with the office's Telework Program Policy and Procedural Guide and any applicable OGC telework policies. May be required to work over eight hours a day and/or on weekends/holidays as required by operational needs.

DUTIES (Essential Functions)

- 30% Provides increasingly effective research, analysis, and sound advice on challenging legal matters to clients, supervisors, managers, public officials, and representatives of public agencies, especially but not limited to the subjects of: the obligations of state public officials and employees under various laws prohibiting or limiting conflicts of interest, gifts, and honoraria, including the California Political Reform Act, Government Code section 1090, the Department of Justice Conflict of Interest Code, and the Department of Justice Incompatible Activities Statement.
- 25% Provides increasingly effective research, analysis, and sound advice on challenging legal matters to clients, supervisors, managers, public officials, and representatives of public agencies in other subject matter areas (including: laws relating to open meetings, public access to government records, attorney rules of professional conduct, misuse of public funds, administrative hearing procedures, information privacy and confidentiality, and various Department of Justice programs), verbally and in writing; handles special legal assignments, projects, and other tasks.
- 20% Effectively works with other Department of Justice staff to operate and maintain an online ethics training course for all state public officials and employees to comply with Government Code section 11146; compiles and updates the Department of Justice Conflict of Interest Code every two years by examining the duties of all Department of Justice employees and the financial impact of those duties; assists the Attorney General review the California Fair Political Practices Commission Conflict of Interest Code every two years; reviews the duties of all vendors contracting with the Department of Justice to determine whether the vendor has financial disclosure obligations; assists the Department of Justice filing officer to administer their duties under the California Political Reform Act by ensuring that all designated employees of the Department of Justice timely and accurately complete and file a Statement of Economic Interests (Form 700); reviews Department of Justice publications to ensure compliance with Government Code section 89001; and reviews Government Code section 1090 advice requests sent to the California Fair Political Practices Commission.
- 15% Effectively prepares for and attends client governing board meetings and other meetings; prepares correspondence to clients and third parties; keeps clients, supervisors, and Executive staff apprised of matter developments; timely responds to client inquiries; timely submits written work product for review by supervisors and clients as requested; works closely with clients to address their needs; works closely with supervisors.
- 10% Performs various administrative functions including: timely calendars deadlines, case events, travel, and leave; timely enters case information (including documents) in ProLaw and ensures that case information, milestones, and deadlines are kept up to date; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to deputies, paralegals, and interns; participates in the hiring of deputies and paralegals as requested; attends section meetings and assists with the meetings as requested; timely files

necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature & Date

Supervisor's Signature & Date

Typed or Printed Name

Typed or Printed Name