



## DUTY STATEMENT

<input type="checkbox"/>	Current
<input checked="" type="checkbox"/>	Proposed

<b>Position Classification:</b> Attorney III	<b>Working Title:</b> Attorney III - Generalist								
<b>Position Number:</b> 006-098-5795-002	<b>CBID:</b> R02								
<b>Work Week Group:</b> SE	<b>Work Hours:</b> 8:00am – 4:30pm Monday – Friday								
<b>Command/Directorate/Unit:</b> Office of General Counsel	<b>Physical Work Location:</b> 10601 Bear Hollow Drive, Rancho Cordova, CA 95670								
<b>Supervisor Name:</b> Pual Eck	<b>Supervisor Classification/Rank:</b> Attorney, Assistant Chief Counsel								
<b>Current Incumbent:</b> Vacant	<b>Effective Date:</b> TBD								
<b>Position Requirements:</b>  <table border="0"><tr><td><input type="checkbox"/> Conflict of Interest Filer (Form 700)</td><td><input checked="" type="checkbox"/> Travel to Multiple Locations</td></tr><tr><td><input type="checkbox"/> California Driver's License</td><td><input type="checkbox"/> Occasional Travel</td></tr><tr><td><input type="checkbox"/> Class A    <input type="checkbox"/> Class B    <input type="checkbox"/> Class C</td><td><input type="checkbox"/> Other (Specify): _____</td></tr><tr><td><input type="checkbox"/> Class C w/Endorsement: _____</td><td></td></tr></table>		<input type="checkbox"/> Conflict of Interest Filer (Form 700)	<input checked="" type="checkbox"/> Travel to Multiple Locations	<input type="checkbox"/> California Driver's License	<input type="checkbox"/> Occasional Travel	<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	<input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Class C w/Endorsement: _____	
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
<b>Position Identification:</b> Under general direction of the Assistant Chief Counsel, the Attorney III is responsible for advising multiple programs within the California Military Department, including without limitation, the Office of State Personnel (Human Resources), Facilities & Infrastructure, the State Network Team (IT), Youth & Community Programs, Purchasing and Contracting, CMD State Comptroller (Finance), Stratcom (Public Affairs), Office of Legislative Affairs, Equal Employment Office, and the Office of the Adjutant General (Executive Section). The Attorney III provides legal advice to CMD staff, advises and represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies, and procedures, is required to make written or oral presentations, conduct legal research, and draft legal documents such as briefs, memoranda, summaries, pleadings, and analytical reports. The Attorney III is required to utilize general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including Westlaw and Lexis.									
<b>Essential Functions:</b>									
40%	<ul style="list-style-type: none"><li>Provide general legal advice regarding policy, regulation, legislation and bills, contracts and review of complex and sensitive CMD program matters to ensure compliance with State and Federal law, regulation and policy, which include but is not limited to the following areas: labor and employment; statewide services and goods procurement; personal privacy; Public Records Act requests; and the Bagley-Keene Act.</li></ul>								
25%	<ul style="list-style-type: none"><li>Serve as, and/or support, the department's liaison with the Attorney General's Office or private counsel representing the department in litigation by facilitating exchange of necessary information between the CMD program and litigation counsel, critically reviewing litigation counsel's briefs, pleading, memoranda, and other legal writing, and recommending litigation strategy to ensure effective resolution of legal actions pending against the department.</li></ul>								

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10%	<ul style="list-style-type: none"> <li>Represent the CMD as legal counsel in administrative proceedings regarding complex and sensitive state contracting and procurement matters, small business and Disabled Veteran Owned Business Enterprise (DVBE) certification matters, civil service employment matters, and appear on behalf of the department to obtain favorable resolution of matters.</li> </ul>
10%	<ul style="list-style-type: none"> <li>Review and respond to requests under the California Public Records Act.</li> </ul>
10%	<ul style="list-style-type: none"> <li>Draft, review and determine the legal sufficiency of Department policies, procedures, and guidance documents to ensure that they are clear, understandable, and consistent with applicable law.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>
<b>Knowledge, Skills, and Abilities:</b>	
<p>Knowledge of:</p> <p>Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.</p>	
Skills: N/A	
<p>Ability to:</p> <p>Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.</p>	
<b>Required Qualifications:</b>	
<ul style="list-style-type: none"> <li>Current member in good standing of the California State Bar.</li> <li>Pass State and Federal Background checks.</li> </ul>	
<b>Desirable Qualifications:</b>	
<ul style="list-style-type: none"> <li>Ability to work cooperatively with others.</li> <li>Willingness and ability to assume the responsibilities.</li> <li>Prior Military service in United States Armed Forces.</li> <li>Legal knowledge and experience related to California State Government laws, regulations and practices.</li> <li>Experience in California State Civil Service (CalHR, SPB) laws and rules or California labor practices.</li> <li>Experience in California State Contracting and familiarity with California State Contracting Manual.</li> <li>Willingness to work in a military environment.</li> </ul>	

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<b>Work Environment:</b> <ul style="list-style-type: none"><li>• Work indoors in an office setting in a multi-story story building with both artificial and natural lighting with a desk, a computer, telephone and copier.</li><li>• Occasional travel to construction job site visits, military posts, or airfields for 1 to 3 days.</li></ul>		
<b>Physical/Mental Abilities:</b> <ul style="list-style-type: none"><li>• Ability to travel and stay overnight.</li><li>• Able to sit and stand for extended periods of time.</li><li>• Ability to work under pressure.</li><li>• Ability to meet multiple and/or conflicting deadlines.</li><li>• Ability to communicate verbally and in writing.</li></ul>		
<b>Equipment Used:</b> <ul style="list-style-type: none"><li>• Computer, telephone, copier, car, cellphone, Westlaw or similar database.</li></ul>		
<b>Employee Certification:</b> <p>This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.</p> <p>I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.</p> <p>I have read the duty statement and discussed the duties with my supervisor.</p>		
<b>Employee Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Supervisor Statement:</b> <p>I have discussed the duties outlined in the duty statement and provided a copy to the employee.</p>		
<b>Supervisor Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>State Personnel Office Use Only</b>		
State Personnel Certification: Approval		
<b>C&amp;P Analyst Name (Print)</b>	<b>Signature</b>	<b>Date</b>