

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28743 29459	DGS DIVISION / OFFICE or CLIENT AGENCY Executive Office	
UNIT NAME Office of Legal Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Attorney III	POSITION NUMBER 306-058/060-5795-XXX	CBID R02
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP SE
WORK SCHEDULE (DAYS / HOURS) Mon - Fri/8:00 am - 5:00 pm	TENURE Perm	
WORKING TITLE Attorney III	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Assistant Chief Counsel, the Attorney provides legal advice to DGS staff on program-specific issues and other state agency staff pertaining to state contracting, procurement, and personnel matters. The Attorney represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides general legal advice to DGS programs to ensure compliance with applicable laws, policies and procedures by performing legal research, analyzing the results, drawing conclusions and informing the DGS programs of the legal recommendations.
25%	Reviews contracts and solicitations submitted by DGS programs and external customer to determine compliance with state law, the State Contracting Manual, the State Administrative Manual and state policy.
20%	Represents and supports DGS as legal counsel in administrative proceedings related to contractor

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PERCENTAGE	DESCRIPTION
	certification issues to facilitate favorable resolution for DGS.
15%	Serve as the in-house liaison with outside litigation counsel by facilitating the exchange of necessary information between DGS and litigation counsel and recommending litigation strategy to ensure effective resolution of legal matters concerning DGS.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides legal analysis to DGS OLS management team on issues commensurate with this classification as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Daily and frequent use of computer and a variety of software applications.

Reliable and dependable attendance.

Ability to timely respond to clients' and customers' requests during business hours.

Appropriate business attire for a legal office work environment.

DESIRABLE QUALIFICATIONS

Knowledge of the law and abilities in legal research and analysis

Excellent oral and written communication skills

Ability to work independently and as part of a team to handle multiple assignments at once.

Litigation or legal consultation experience in information technology-related contracts formation or performance management and/or privacy laws.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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