

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>28711</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Office of Legal Services</b>	
UNIT NAME <b>Office of Legal Services</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 Third Street, Suite 7-330, West Sacramento, CA 95606</b>	
CIVIL SERVICE CLASSIFICATION <b>Attorney III</b>	POSITION NUMBER <b>306-060-5795-003</b>	CBID <b>R02</b>
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 <b>SE</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday/8:00-5:00</b>	TENURE <b>Perm</b>	
WORKING TITLE	TIMEBASE <b>FT</b>	
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 will join the employment law team and provide legal advice to DGS staff on personnel and employment law issues. The attorney will also advise on program-specific issues and to 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%	Advise on personnel issues and draft personnel discipline actions. Represents the department as legal counsel in administrative proceedings regarding complex and sensitive civil service employment matters, employee discipline hearings, by preparing necessary filings and appearing on behalf of the department in order to facilitate favorable resolution of matters pending against the department. Provide legal advise on EEO and personnel investigations.
25%	Provides general legal advice, policy, regulation and legislation review to complex and sensitive DGS program matters to ensure compliance with law by examining all applicable legal authorities, which may include the following areas: statewide services and goods procurement, fleet and asset management, employment law matters, government claims, privacy and IPA, public record act

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	requests, and open meeting laws. Represent the departments in state contracting and procurement matters, and small business certification matters.
25%	Analyzes and reviews proposed contracts submitted by DGS programs and external customers by researching state law, and the State Contracting Manual's policies and procedures in order to ensure compliance and determine whether a contract will be approved and provides advise to DGS programs and external customers on contracting practices.
10%	Serves as 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 DGS program and litigation counsel and recommending litigation strategy to ensure effective resolution of legal actions pending against the department.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Performs other legal duties as required consistent with this classification.

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

Experience drafting Notices of Adverse Action, advising on employee discipline, consulting on EEO and Reasonable Accommodation matters. Experience in or ability to learn reviewing state contracting and advising departmental programs.

Strong ability in legal research and analysis; Excellent oral and written communication skills; Experience in civil and administrative litigation; Ability to quickly grasp legal concepts in multiple or new areas of law; Ability to work independently and as part of a team to handle multiple assignments at once.

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](mailto: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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