

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29733	DGS DIVISION / OFFICE or CLIENT AGENCY Commission on State Mandates	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 980 9th Street, Suite 300, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Attorney III	POSITION NUMBER 356-001-5795-003	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) Monday-Friday 8am-5pm	TENURE Permanent	
WORKING TITLE Senior Commission Counsel	TIMEBASE Full-time	
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 checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Written Proficiency language in: English	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The Commission on State Mandates was established as a quasi-judicial agency to resolve disputes between state and local government regarding reimbursement for state-mandated local programs, in compliance with article XIII B, section 6 of the California Constitution, to relieve unnecessary congestion of the courts.

**Vision**

The Commission on State Mandates fairly and impartially resolves complex legal questions in a deliberative and timely manner, using innovation and collaboration.

**Values**

We value:

- Courtesy and respect
- Fairness, honesty, and ethical behavior
- A safe and healthy work environment for Commission staff
- Cooperation and collaboration
- Personal and professional development of Commission staff
- Practices that are protective of the environment and human health and are energy and resource efficient
- Efficient and high-performing governmental operations
- Transparency, accessibility, and public participation in Commission processes

**POSITION CONCEPT**

Under general direction and supervision of the Chief Legal Counsel, and subject to the policy and administrative review of the Executive Director, the Attorney III effectively performs complex and sensitive legal work while exercising independent legal judgment. The Attorney III is accountable for providing quality legal service and recommends decisions to the Commission members. The Attorney III exercises broad discretion and independence with a minimum of supervision and is expected to be expert in the most complex areas of law within the purview of the Commission. The Attorney III serves as lead counsel on high-impact matters requiring advanced legal analysis, significant discretion, and minimal supervision. The legal work is based on statutes or executive orders filed by local governments for review of allegations, the administrative record, and research on legislative history and statutory construction to determine whether state-mandated new programs or higher levels of service and costs mandated by the state exist which may be reimbursable. This involves complex statutory

interpretation, substantial factual records, and litigation with statewide legal and fiscal implications.

<input type="checkbox"/> Medical Clearance	<input type="checkbox"/> Background Clearance	<input type="checkbox"/> Typing	<input type="checkbox"/> DMV Pull Notice	<input type="checkbox"/> Drug Testing
<input type="checkbox"/> Vehicle Home Storage Permit	<input type="checkbox"/> Driver's License and Class (specify below in Description)	<input type="checkbox"/> Certificate (specify below in Description)		
<input checked="" type="checkbox"/> Professional License (specify below in Description)		<input type="checkbox"/> Other (specify below in Description)		

**Telework**

The employee must reside in California.

**Professional License**

This position requires a valid license in: California Bar License

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
40%	Receives and researches assignments of matters including complex, sensitive, or high-profile test claims, parameters and guidelines, incorrect reduction claims, party requested reconsiderations of such matters, and complex legislative or court-remanded reconsiderations of prior decisions for the Commission. Advises the Chief Legal Counsel and Executive Director of this review and research. Prepares written opinions, analyses, and proposed statements of decision for the Commission on assigned matters. Presents the staff recommendations on assigned matters in adversarial hearings before the Commission.
30%	With the direction of the Chief Legal Counsel, the Attorney III handles all facets of complex litigation, including writs and appeals at all levels of courts, and appears on behalf of the Commission in all matters relating to assigned litigation, including matters that may proceed to the California Supreme Court, with minimal supervision. The Attorney III evaluates litigation risk and coordinates legal strategy of assigned litigation.
15%	Reviews, analyzes, revises and makes recommendations regarding legislation, rules, regulations, policies and procedures. Responds to Public Record Act requests and other legal correspondence. Prepares the rulemaking packages and presents them at public workshops and public meetings of the Commission.
10%	Acts as legal advisor to the Commission, the Executive Director, and management staff members on all assigned matters and litigation, the legal effects of rules and regulations, statutory law, court decisions, Commission decisions, and other administrative actions.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Provides training and presentations to Commission staff and at public workshops.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Travel (Specify the percentage in the travel box below)

Use of general office equipment in standard office setting with daily use of PC and Microsoft software applications at a workstation.

**DESIRABLE QUALIFICATIONS**

- Education and License: Juris Doctor (JD) degree, valid California Bar license.
- Legal Research & Writing: Exceptional skill in legal research, synthesizing complex information, and drafting clear, persuasive legal documents on a wide variety of legal issues and areas of law.
- Oral Advocacy: Experience advocating or presenting before courts and decision-making bodies.
- Analysis and Judgment: Exceptional skill in applying legal principles, analyzing complex issues, and exercising sound judgment.
- Organization and Time Management: Excellent ability to manage workload, prioritize tasks, and meet deadlines.
- Confidentiality: High level of integrity and ability to maintain strict confidentiality.
- Technical Skills: Proficiency with Word, Excel, Westlaw, and online research.
- Communication: Strong written and verbal communication skills.
- Work Ethic: Adaptability, diligence, and ability to work independently.

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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