

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Executive – Legal	POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5778-033
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UNIT NAME AND LOCATION Office of the General Counsel	CLASS TITLE Attorney I
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INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5778-033
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BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
Under the immediate direction of the Assistant Chief Counsel and will also work with the General Counsel and other attorneys within the Office of General Counsel. The position will focus on providing effective legal advice on matters related to the California Endangered Species Act and Landscape Conservation Planning programs, with a primary emphasis on environmental review and permitting of renewable energy projects.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
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	<u>ESSENTIAL FUNCTIONS:</u>
30%	Perform professional legal work. Conduct legal research and provide legal counsel related to CDFW's management and conservation of natural resources, including counsel regarding the Fish and Game Code, its implementing regulations, and related laws. Research, draft, edit, and finalize formal and informal opinions and advice memoranda for CDFW staff, including the Director's Office, regional managers, and the Habitat Conservation and Planning Branch Chief, regarding legal matters in which CDFW is involved or interested. Ensure opinions and advice are timely, responsive, accurate, complete, and present legally permissible alternative courses of action and analysis of alternatives where appropriate.
30%	Negotiate, draft, and review documents, permits, and agreements on behalf of CDFW regarding legal issues related to management and conservation of natural resources, including incidental take permits, bank enabling instruments, natural community conservation plans, conservation easements and other permits and approvals. Participating with CDFW staff in proceedings, meetings, and negotiations concerning CDFW actions and programs.
15%	Oversee environmental litigation and lawsuits handled by the Office of the Attorney General ("OAG"). Responsible for providing OAG information concerning subject matter and policy direction on the conduct of litigation, as well as assisting with the drafting of pleadings, preparing witnesses for trial, compiling CDFW's administrative record, and all aspects of discovery, etc. Assist with representing the Department in preparation for and during administrative hearings.
10%	Process requests made pursuant to the Public Records Act, document subpoenas, and/or requests for production of documents. This includes drafting correspondence to requesters and CDFW staff, reviewing documents to determine if exemptions from disclosure or privileges apply, and providing

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5%	support to the Office of Attorney General representing CDFW in litigation challenging CDFW's response.
5%	Review and draft regulations and process them pursuant to the Administrative Procedure Act.
5%	Research and draft analyses of bills, pertaining to CDFW interests.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Office of the General Counsel's goals and objectives.</p> <p>Special Personal Characteristics: Ability to organize, set priorities, and work independently under general supervision. Ability to work under pressure and successfully handle multiple competing priorities. Negotiate with tact and firmness. Develop positive working relationships to accomplish desired goals and objectives. Establish effective working relationships with all levels of staff within the Department. Work independently, cooperatively, and effectively with various federal, state and local agencies.</p> <p>Interpersonal Skills: Efficiency, conscientiousness, tact, and professionalism.</p> <p>WORKING CONDITIONS: Maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected, when necessary, to complete assignments in a timely manner. Travel to all parts of the State and the United States as required. Travel may, and often will, involve one or more overnight stays, as required.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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