

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER (Agency - Unit - Class - Serial) 192-501-5871-001	
DIVISION/UNIT Legal Division		CLASS TITLE Assistant Chief Counsel	
You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.			
BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.			
Under the direction of the General Counsel, the Assistant Chief Counsel performs the following duties:			
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.		
50%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>The Assistant Chief Counsel is responsible for planning, organizing, and directing the staff of attorneys and legal support staff assigned to the Commission's Legal Division and engages in duties not limited to the following:</p> <p>Manages the Commission's Legal Division, including the Advisory Team, Prosecutorial Team, and Legal Support Team. Advises on staffing, performance, training, and personnel issues related to all subordinate staff. Supervises, plans, organizes, coordinates, reviews, mentors, and directs the work of staff attorneys and legal support staff; evaluates the performance of staff attorneys and legal support staff; participates in the selection process for staff attorneys and legal support staff; and adheres to the progressive disciplinary process for underperforming staff or staff engaged in misconduct.</p> <p><u>SECONDARY FUNCTIONS:</u></p> <p>Serves as a high-level advisor on the most significant legal matters affecting the Commission. Provides legal counsel and advice to the General Counsel. When directed to do so by the General Counsel, provides advice to the Commission's Executive Management, as well as legal support and oversight to the various program divisions of the Commission.</p>		
40%	<p>Assists the General Counsel in resolving litigation in the most appropriate manner. Represents the Commission in litigation upon waiver of representation by the Office of the Attorney General, or supervises outside counsel retained to do so. Serves as primary liaison to the Office of the Attorney General, in conjunction with subordinate staff attorneys.</p> <p>Handles all personnel matters in the agency that are referred to the Legal Division for review. Represents the agency in personnel matters before the State Personnel Board, in conjunction with subordinate staff attorneys.</p> <p>Advises the Committee of Credentials, Committee on Accreditation, and the Commission, in conjunction with subordinate staff attorneys.</p> <p>Provides oversight in drafting and analysis of proposed legislation. Provides testimony to the Legislature. Advises on interpretation of statutes, court decisions, rules of court, regulations, and pending legislation.</p> <p>Drafts and reviews policies and procedures that govern the Legal Division's work.</p> <p>Assists the General Counsel on special assignments as directed.</p>		

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10%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Manages and monitors the budget of the Commission's Legal Division, as well as billing from the Office of the Attorney General.</p> <p>Manages and monitors the records retention of the Commission's Legal Division.</p> <p>Performs as Acting General Counsel in the absence of the General Counsel.</p> <p>Other duties as assigned.</p>
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KNOWLEDGE AND ABILITIES

Knowledge of:

1. Current laws regarding teacher certification, preparation, and discipline in California
2. Administrative functions, organization, and structure of the California Commission on Teacher Credentialing
3. Litigation practice in federal court and state court
4. Legislative and regulatory processes in California
5. State contract and MOU processes
6. Administrative hearing practice and procedures
7. All federal and state laws governing personnel and the progressive discipline process
8. All laws applicable to the practice of governmental advisory work, including, but not limited to, the Public Records Act, Information Practices Act, Bagley Keene Open Meeting Act, and laws governing state public officials and conflict analysis
9. The Americans with Disabilities Act, The Fair Employment and Housing Act, and The Unruh Civil Rights Act
10. Laws related to data use, sharing, collection, information security, and Artificial Intelligence

Ability to:

1. Interpret and apply provisions of the California Education Code, Penal Code, Government Code, and the policies and regulations of the Commission on Teacher Credentialing
2. Effectively represent the Commission in administrative hearings and litigation
3. Analyze policy and legal issues in educator discipline
4. Analyze legislation and its fiscal impact on the Commission
5. Perform in an independent and creative manner
6. Speak effectively and write clear, concise reports and analyses
7. Utilize effective techniques in human relations
8. Analyze situations accurately and take effective action
9. Analyze policy and legal issues related to the evaluation of educator preparation and certification
10. Implement data systems to improve efficiency
11. Prepare policy and legal recommendations, workload reports and agenda items
12. Ability to take direction and implement it accurately and efficiently

DESIRABLE QUALIFICATIONS

- Knowledge and experience in the educator certification, preparation, and discipline process in the State of California.
- Knowledge and experience advising a board or commission, including applicable laws governing open meetings and public officials.
- Knowledge and experience managing federal and state litigation and matters pending administrative hearing.
- Knowledge and experience with the California legislative and regulatory processes.
- Knowledge and experience managing legal staff or a group of people.
- Knowledge and experience related to the Administrative Procedures Act, Public Records Act, Information Practices Act, Bagley Keene Open Meeting Act, and laws governing state public officials and conflict analysis.
- Knowledge and experience related to data use, sharing, collection, information security, Artificial Intelligence, State contracting and MOUs.
- Experience working on major State policy initiatives in California.

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- Experience with the following entities in California: State Courts, Office of Administrative Hearings, Office of the Attorney General, Office of Administrative Law, Department of Human Resources, Department of Fair Employment and Housing, Labor Commission, Department of Finance, California Legislature, and Governor's Office.
- Knowledge and experience applying the laws governing all aspects of personnel management in the State of California, including, but not limited to, the following areas: progressive discipline, discrimination, sexual harassment, hostile work environment, worker's compensation, bargaining unit contracts, and equal opportunity employment.
- Ability to complete a high volume of complex legal analysis under short deadlines, as well as review the work product of legal staff under such circumstances to ensure accuracy and clarity.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Willing to travel
- Overtime may often be necessary depending upon the situation (i.e. travel, attendance at conferences etc.)
- Requires prolonged sitting, use of telephones and computers, frequent contact with employees and some public contact
- Requires mobility to various areas of the CTC and the ability to work business hours of 8 am to 5 pm
- Demonstrates a commitment to perform duties in a service-oriented manner
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Maintains good work habits and adheres to all policies and procedures
- Requires fingerprint clearance
- Has daily contact with CTC management and staff

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions accurately; and to change tasks and work on multiple ongoing assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

- CTC management and staff
- Educators and the Public
- Stakeholders
- Commission, Committee of Credentials, and Committee on Accreditation members
- Legislators, Judges, Opposing Counsel, Deputy Attorneys General
- Other State agency legal counsel

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

The Assistant Chief Counsel will have a very high level of responsibility. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to an unauthorized person, and may result in adverse action. The actions of the individual can and will affect the Commission's public responsibility, potential liability, and the safety of the children of California.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may

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perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE