DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.			
NAME		**EFFECTIVE DATE**	
UNIT	Legal Office	**POSITION NUMBER**	300-115-5795-XXX
CLASSIFICATION	Attorney III		

SCOPE

Under the general direction of the Chief Counsel, Department of Finance, the Attorney III has responsibility for performing difficult, complex, and politically sensitive legal work utilizing discretion and independent judgment with the supervision of the Chief Counsel. The incumbent will address legal issues primarily involving state fiscal and budgetary matters, reimbursement of state-mandated activities, public contracting, the California Public Records Act, open meetings laws, the Administrative Procedure Act, and conflicts of interest.

The incumbent is required to possess and demonstrate the ability to exercise highly independent judgment in analyzing legal principles and precedents and apply them to exceptionally difficult and complex legal and administrative problems. The incumbent is required to provide legal advice clearly and logically in a variety of settings including public meetings; negotiate effectively; develop and maintain cooperative working relationships with departmental staff and various government agencies, including the Attorney General's Office, and private sector counsel; maintain the confidence of the Department's Executive Office, Program Budget Managers and other staff; display tact, integrity, good judgment, initiative, and independence; work under pressure and within multiple, frequently changing and tight timelines; and maintain regular, predictable, and consistent attendance in the performance of the following specific duties:

ESSENTIAL FUNCTIONS

35%	Research, analyze and provide legal advice, both in writing and orally, to the Department on complex legal matters involving the Department's fiscal responsibilities, state fiscal and budgetary matters, and capital outlay. Confer with and advise Executive Office, Program Budget Managers and Department staff on appropriate courses of action based on legal findings. Draft and review budget and trailer bill language. These issues can involve highly political and extremely sensitive areas related to the Department's fiscal responsibilities, the budget, and state policy, and require a broad level of discretion.
25%	Research, analyze, and provide legal advice, both in writing and orally, to the Department on a full range of administrative law issues, including the Public Records Act, Bagley-Keene Open Meeting Act, Administrative Procedure Act, public contracting, and conflict of interest matters.
20%	Research, analyze, and provide legal advice, both in writing and orally, to Department staff, Program Budget Managers, and Executive Office on matters concerning state mandated local programs in various program areas and the application of laws and regulations, specifically regarding test claims and all related matters before the Commission on State Mandates. Represent the Department and respond to issues presented before the Commission on State Mandates.
15%	Manage cases, determine litigation strategy, and provide other litigation support relating to litigation involving the Department, and other state entities.
5%	Respond to inquiries regarding State fiscal issues and other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

There are distinct increases in the complexity of knowledge and abilities, the scope of work and effect on programs and services provided and performed as incumbents advance through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.

The Incumbent is required to possess the following knowledge of:
Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

The Incumbent is required to possess the following skills and abilities to:
Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and manage crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases in an administrative setting; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		**DATE**	
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	

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Department of Finance
Human Resources Office

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NAME		**EFFECTIVE DATE**	
UNIT	Legal Office	**POSITION NUMBER**	300-115-5780-003
CLASSIFICATION	Attorney IV		

SCOPE

Under the general direction of the Chief Counsel, the Attorney IV has responsibility for performing exceptionally difficult, complex, and politically sensitive legal work with broad discretion, the highest degree of independent judgment, and minimum supervision. The incumbent will address legal issues primarily involving state fiscal and budgetary matters, reimbursement of state-mandated activities, public contracting, the California Public Records At, open meetings laws, the Administrative Procedure Act, and conflicts of interest.

The incumbent is required to possess and demonstrate the ability to exercise highly independent judgment in analyzing legal principles and precedents and apply them to exceptionally difficult and complex legal and administrative problems. The incumbent is required to demonstrate the ability to analyze and draft complex transactional documents, analyze legal principles and precedents and apply them to complex financial real estate transactions. The incumbent is required to provide legal advice clearly and logically in a variety of settings including public meetings; negotiate effectively; develop and maintain cooperative working relationships with departmental staff and various government agencies, including the Attorney General's Office, and private sector counsel; maintain the confidence of the Department's Executive Office, Program Budget Managers and other staff; display tact, integrity, good judgment, initiative, and independence; work under pressure and within multiple, frequently changing and tight timelines; and maintain regular, predictable, and consistent attendance in the performance of the following specific duties:

ESSENTIAL FUNCTIONS

35%	Research, analyze and provide legal advice, both in writing and orally, to the Department on exceptionally difficult, complex and sensitive legal matters involving the Department's fiscal responsibilities, state fiscal and budgetary matters, and capital outlay, including complex financial real estate transactions. Confer with and advise Executive Office, Program Budget Managers and Department staff on appropriate courses of action based on legal findings, including providing strategic legal guidance on high-impact fiscal and policy matters affecting departmental operations. Draft and review budget and trailer bill language. These issues can involve highly political and extremely sensitive areas related to the Department's fiscal responsibilities, the budget, and state policy, and require a broad level of discretion.
25%	Research, analyze, and provide legal advice, both in writing and orally, to the Department on a full range of administrative law issues, including the Public Records Act, Bagley-Keene Open Meeting Act, Administrative Procedure Act, public contracting and conflict of interest matters.
20%	Research, analyze, and provide legal advice, both in writing and orally, to Department staff, Program Budget Managers, and Executive Office on matters concerning state mandated local programs in various program areas and the application of laws and regulations, specifically regarding test claims and all related matters before the Commission on State Mandates. Represent the Department and respond to complex legal issues presented before the Commission on State Mandates.
15%	Manage cases, determine litigation strategy, and provide other litigation support relating to litigation involving the Department, and other state entities.

5%	Respond to inquiries regarding state fiscal duties and other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

There are distinct increases in the complexity of knowledge and abilities, the scope of work and effect on programs and services provided and performed as incumbents advance through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.

The Incumbent is required to possess the following knowledge of:
Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

The Incumbent is required to possess the following skills and abilities to:
Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and manage crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases in an administrative setting; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

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SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	