



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 03/03/25	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5871-001	
BUREAU/UNIT Legal Affairs		CLASS TITLE Assistant Chief Counsel	CBID M02
INCUMBENT		WORKING TITLE Assistant Chief Counsel	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief Counsel I, the Assistant Chief Counsel (ACC) is responsible for the direct supervision of attorneys providing a broad range of legal services to the Commission on Peace Officer Standards and Training (POST). The ACC will routinely take the lead in developing options for the Chief Counsel I and the Executive Office on a diverse range of legal issues, including substantive and procedural issues involving the certification and decertification of peace officers, analysis of complex regulatory packages, advising and acting on California Public Records Act (CPRA) issues, working on contracts, complex litigation matters, sensitive personnel/employment matters, Bagley-Keene Meeting Act compliance, administrative hearings before the Office of Administrative Hearings (OAH) and State Personnel Board (SPB), and other complex issues involving all areas within POST's responsibility.			
% 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. <i>(Use additional sheet if necessary)</i>	
ESSENTIAL FUNCTIONS			
45%	Assists the Chief Counsel I in planning, organizing, supervising and directing the work of attorneys; provides legal services, advice, and litigates matters within the scope of POST's responsibilities, including but not limited to; certification and decertification of peace officers, CPRA issues, Bagley-Keene Open Meeting Act issues, labor and personnel/employment matters, SPB actions, privacy issues, COVID issues, contracts, promulgation of regulations and regulatory compliance; reviews written work and provides feedback to attorneys to ensure high quality and accuracy; assists with, or independently handles, the most difficult and complex litigation matters; provides advice and guidance to attorneys regarding the prosecution and defense of matters before administrative bodies such as the OAH and the SPB; monitors and evaluates the performance of attorneys and staff.		
25%	Analyzes the most difficult and complex issues involving the operation of POST's Peace Officer Standards Accountability Division (POSAD); develops and implements strategy for the prosecution and resolution of peace officer suspension and certification matters; acts as a liaison with the Attorney General's Office (AGO) in the handling of POSAD prosecutions and certification actions.		
20%	Assists the Chief Counsel I in the development of strategic policy, procedure and operational matters on issues within POST's areas of responsibility; provides legal advice to the Chief Counsel I, Executive Office, and POST's Bureaus; conducts legal research; prepares and reviews legal briefs, correspondence, and memoranda; assists the Chief Counsel I with determining and implementing policy regarding legal or procedural matters.		
5%	Assists with and participates in recruitment and hiring activities, budgeting, and training.		

NON-ESSENTIAL FUNCTIONS

5%

Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should generally cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. This position is located in West Sacramento, California. This position may be eligible for telework.

Offsite setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

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. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE