



**Civil Service Classification**

Attorney I

**Position Number**

280-303-5778-003

at administrative hearings, including negotiations; and provides support of litigation handled by the Attorney General. The Attorney also handles legislative bill analysis, regulation drafting and review, contracts and data sharing agreements drafting and review, and Public Records Act requests. As the incumbent progresses through the ranges, they are assigned progressively more difficult legal work.

Essential functions of this position are to perform competently as an attorney in the specific job duties identified below; to prioritize and accomplish assigned legal work sometimes under short tight timelines; to communicate effectively both orally and in writing, as required for the specific job duties, including by producing high quality legal opinions and other written work product; to communicate in a professional, respectful, and productive manner; and to demonstrate good judgment and act with high ethical standards.

<b>Percentage of Duties</b>	<b>Essential Functions</b>
45%	<p>Conducts legal and fact research and provides legal analysis, advice and formal opinions to the EDD as a member of a practice area team in support of the Director's Office, Equal Employment Office, Language Access Office, and/or the following Branches: Administration (involving personnel matters, procurement, etc.), Disability Insurance (involving the administration of the Disability Insurance and Paid Family Leave benefit programs), Information Technology, Legislative, Public Affairs, Policy, Accountability and Compliance (involving audits and investigations), Tax (involving the misclassification of workers and collection of taxes), Unemployment Insurance (involving the administration of the Unemployment Insurance benefit programs, including federal pandemic programs), and Workforce Services (providing training and other related services related to hiring). Interprets state, and if applicable, federal, statutes and regulations relevant to the subject matter and provides advice on how such statutes and regulations affect operations, policy, and if applicable, federal conformity. Assists program staff with review of proposed actions and procedures for legal and policy implications.</p>
40%	<p>Represents the EDD in one or more of the following practice areas, as assigned and based on the operational needs of the EDD and Legal Office:</p> <p>(1) Represents the EDD in drafting, reviewing, and commensurate with experience negotiating, contracts, requests for proposals, and/or data sharing agreements. Confers with EDD staff and others to prepare new contracts and/or amendments to contracts with outside vendors for goods or services and/or data sharing agreements. Uses statutory, regulatory and other authority to determine the appropriateness of contract terms, processes, and methods for contracting with both public and private entities. Advises staff on contracting procedures and parameters; and/or</p> <p>(2) Represents the EDD in the rulemaking and legislative processes. Drafts, reviews, and submits proposed regulations to the Office of Administrative Law, in compliance with California's Administrative Procedure Act, and supports Branch management and staff through the regulations process. Develops proposed legislation, drafts legal opinions and analyses of legislation for all programs which the EDD administers or in which the EDD participates or has an interest; and/or</p> <p>(3) Represents the EDD in administrative proceedings before the California Unemployment Insurance Appeals Board; the State Personnel Board; the California Department of Human Resources, the Public Employees Retirement Board, California Department of Fair</p>

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10%	<p>Employment and Housing, and the Equal Employment Opportunity Commission, through fact investigation, legal research, and oral and written advocacy; and/or</p> <p>(4) Represents the EDD by independently reviewing records responsive Public Records Act requests and determines whether information requested may be legally released. Redacts responsive records in compliance with state and federal laws.</p> <p>Learns new substantive law and procedures. Receives training in various areas, and often works as a team with a more experienced attorney.</p> <p>As assigned and generally as second chair to a more experienced attorney, participates in responding to pre-litigation demands, government tort claims, restitution or forfeiture actions, and supports the Attorney General's Office, serving as a liaison between the EDD and the Attorney's General Office in court cases involving the EDD in state and federal civil litigation.</p>
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
5%	Performs other duties as assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:

**Type of environment:**
 High Rise   
 Cubicle   
 Warehouse   
 Outdoors   
 Other:
**Interaction with customers:**
 Required to work in the lobby                     
 Required to work at a public counter  
 Required to assist customers on the phone   
 Required to assist customers in person   
 Other:
**5. SUPERVISION**

Supervision Exercised:

**6. SIGNATURES****Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

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Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	HV	6/8/2023
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations made:		

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file