

**AGRICULTURAL LABOR RELATIONS BOARD
GENERAL COUNSEL PROGRAM
DUTY STATEMENT**

PART A	
Position No: 013-260-5795-001	Date:
Class: Attorney III	Name:
<p>Under the general direction and supervision of the Attorney Supervisor part of the Region II Office (Office), in the General Counsel Division (Division) within the Agricultural Labor Relations Board (ALRB), the Attorney III will investigate and litigate the most complex and sensitive matters brought to the Division. The incumbent will serve as the technical lead for Attorneys and investigative teams. The incumbent will also advise the Division management on case matters, as well as State of California (State) and ALRB policy as needed. The incumbent will represent the Division before the Board, in Superior Court, and with stakeholders and other governmental entities as needed. The incumbent is expected to work closely and collaboratively within and across ALRB to meet strategic and Division goals. Duties include, but are not limited to, the following:</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	<p>Investigations and Litigation Serve as the technical lead, coordinate and lead teams assigned to investigations from initiation to case completion. This includes delegating case assignments and reviewing the work product of Attorneys. Verify document and information requests are thorough, legally defensible, and tailored to the allegations of the charge. Work product reviews will include but are not limited to, investigative discovery plans, document requests, subpoenas, interview questions prepared by investigative team (in English and Spanish), pleadings, motions and other legal documents prepared by Attorneys. Ensure work products are complete with clear organization, proper tone, grammar, punctuation, and accuracy. (35%)</p> <p>Work closely with the assigned case supervisor on legal strategy to ensure alignment with Division objectives. This includes working on novel legal issues, allegations of egregious violations, possible injunctive relief (including temporary restraining orders) or any items of concern that arise during the investigation and/or litigation. Provide regular status updates on case development to the Attorney Supervisor or assigned case supervisor. (10%)</p>
25%	<p>High Priority Legal Work Represent the Division in complex legal proceedings through all stages of the investigation and hearing process, including, but not limited to, attending pre-hearing conferences, status conferences, and settlement conferences; preparing and responding to motions, petitions for reconsideration, discovery, and other legal correspondence; witnesses' preparation; and conducting oral arguments.</p> <p>On precedent setting cases, as well as cases that may affect large numbers of farm workers, work closely and collaboratively in the development and implementation of legal strategy set by the Division. Prepare legal filings with quick turnaround accurately and efficiently.</p> <p>Prepare legal memos and advise the Attorney Supervisor on representation matters. Provide legal guidance to ALRB employees during elections and union representation petitions.</p>

	<p>Represent the Attorney Supervisor on compliance matters before the Board and Superior Courts. Conduct legal research and prepare research memoranda and/or legal briefs on issues impacting compliance including but not limited to identifying responsible employers, evaluating successors, locating assets, evaluating contracts, determining appropriate make whole methodology and judgement enforcement.</p>
20%	<p>Program Development, Implementation, and Continuous Improvement Utilize assigned cases to mentor team members through the course of the case and provide constructive professional feedback on content reviewed. Devise and present training curricula and educational materials to Division staff. Work closely with Division staff in drafting and reviewing materials in English and Spanish that support the ALRB mission and goals. Participate in ALRB events to support Division goals this includes but is not limited to community outreach events.</p> <p>Collaborate with internal and external stakeholders and leadership to align policies with strategic goals, ensuring they are clear and feasible. Analyze, develop, and update internal policies, procedures, and workflows to ensure compliance with State and/or federal laws and ALRB objectives.</p> <p>Analyze, evaluate, and make recommendations on legislation that would impact the Division and ALRB. Develop legislative or regulatory recommendations and draft language, as needed and when directed by Division management.</p>
5%	<p>Public Records Act Review assigned requests pursuant to the California Public Records Act (PRA). Advise on legal compliance when producing response. Discuss status of outstanding productions and sensitive requests. Perform redactions on requests as needed. Communicate the status of large or complex requests with the General Counsel, ALRB, or their designee.</p>
5%	<p>Professional Development Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.</p>

Supervision Received:

The incumbent will receive assignments and directions from the Attorney Supervisor; however, assignments and directions may come from the Attorney, Assistant Chief Counsel and/or the General Counsel, ALRB.

Supervision Exercised:

None; however, the Attorney III may act in a lead capacity.

Other Information:

This position is designated under the Conflict-of-Interest Code. The incumbent is required to submit a Statement of Economic Interest (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

**PHYSICAL AND MENTAL REQUIREMENTS
OF ESSENTIAL FUNCTIONS**

Position No: 013-260-5795-001

Date:

Class: Attorney III

Name:

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing applications and related documents; preparing forms; proofreading documents.					X
HEARING: Answering telephone inquiries and providing verbal information.					X
SPEAKING: Answering inquiries over the telephone and providing verbal information; public speaking at Board sponsored and other workshops.					X
WALKING: Distributing information and work to be reviewed to supervisory staff; copying				X	
SITTING: Sitting at desk answering telephone inquiries or making telephone calls for clarification of project issues during application reviews; reviewing project applications.					X
STANDING: When providing public presentations.		X			
BALANCING:	X				
CONCENTRATING: Analysis of project to determine eligibility and feasibility under federal and state regulations; determining appropriate response to written correspondence; determining needs of callers and providing information; preparing staff reports and federal & state tax forms and documents.					X
COMPREHENSION: Understanding procedures and policies governing the Board; understanding the inquiries from callers.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY: Carrying projects from file room to office.			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Pushing buttons on the computer, calculator and telephone.					X
REACHING: Answering telephone.				X	
CARRYING: Transporting project application files to and from office and file room.			X		
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Using computer.				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer, telephone, xerox machine; fax.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment.					X

NAME: _____

POSITION NUMBER: 013-260-5795-001

PART B
PROSPECTIVE EMPLOYEE RESPONSE

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

- No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
- No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
- Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
- I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

- (1) the essential function in question, and
- (2) the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature

Date Signed