

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Attorney III	Position Number: 673-110-5795-008
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Executive Office	Section/Unit: Legal Office	Reporting Location:
Supervisor's Name: Pippin Brehler	Supervisor's Classification: Assistant Chief Counsel	CBID: R02
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The California Air Resources Board (CARB) is a global leader in protecting air quality, fighting climate change, and furthering environmental justice. CARB's Executive Office plans, organizes, and directs the activities of staff to further the Board's mission to protect and preserve California's air quality while considering the effects on the State's economy. The Legal Office is part of the Executive Office. Its mission is to provide the highest quality legal advice and representation to the Board and staff to support programmatic efforts to improve air quality to protect public health and the environment and to ensure that all legal obligations of CARB are met in carrying out these efforts. The Legal Office provides legal support to the agency on a variety of complex topics related to the control of air pollution (criteria pollutants, toxic air contaminants, and greenhouse gases), including, but not limited to: adoption, interpretation, implementation, and enforcement of State and federal environmental and administrative laws and regulations, litigation in conjunction with the Attorney General's Office, personnel matters, contracts, grants, conflicts of interest, hearing procedures, and proposed legislation. The Legal Office maintains the primary responsibility for assisting CARB staff in the development of regulations and the documentation necessary to support their adoption. The Legal Office also provides legal assistance to California's 35 Air Pollution Control and Air Quality Management Districts.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

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Position Description

Under general direction of the Assistant Chief Counsel, the Deputy Counsel, and the Chief Counsel, the Attorney III is anticipated to be involved in difficult and complex litigation, negotiations, legislative analysis, administrative and judicial hearings and rulemaking proceedings, legal research and opinion drafting; written and oral legal analysis and counseling to CARB management; responding to legal correspondence; developing strategies and tactics in complex disputes or litigation; develop, implement, and enforce various air quality programs; enforce and defend CARB criteria pollutant, toxics, and climate regulations; and will coordinate their actions with other CARB attorneys, CARB management and program staff, and other state and local agencies to reach CARB’s objectives.

% of Time	Essential Functions
30%	Assist in developing, implementing, and enforcing CARB regulations; negotiate and represent the agency in connection with enforcement and regulatory matters; provide written and oral legal advice, statutory interpretations, and opinions for complex cases and issues; negotiate in conjunction with the Attorney General's Office to resolve major cases, including cases in litigation; and otherwise assist with litigation involving CARB.
20%	Independently provide written and oral legal advice, statutory interpretations, and opinions on complex matters. Draft and review CARB letters, guidance documents, staff reports, and other written material. Perform legal research and respond to legal correspondence. The topics could include personnel matters, contracts, grants, health and safety, labor, conflicts, Board governance, the California Environmental Quality Act, and issues arising from CARB’s climate and air quality programs.
15%	Conduct complex settlement actions to enforce the Board’s programs, including those that pertain to climate and energy, vehicular emissions control, and vehicle certification and testing. Conduct negotiations, including all strategic and tactical actions involved. Provide similar assistance to local air pollution control districts.
15%	Draft, review, and comment on proposed legislation and assist in complex legislative matters. Assist in resolving issues arising from Equal Employment Opportunity Office work.
10%	Assist the California Attorney General's Office in defending CARB's programs and in drafting formal enforcement complaints and prosecuting such cases.

% of Time	Marginal Functions
5%	Represent CARB and appear in interdepartmental and external meetings, hearings, and training seminars.
5%	As needed, review for release documents requested under the Public Records Act for programs worked on. Perform other duties as requested.

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Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Moving objects weighing up to 25 pounds may be necessary.

Typical Working Conditions

The incumbent works in a smoke-free environment of a high-rise/multi-floor office building in an indoor office or cubicle.

Special Requirements of Position (Check all that apply):

- Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Travel up to _____ percentage
- Bilingual Fluency needed in _____(language)
- Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Employee Name:	Employee Signature:	Date: Date
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