

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife Conservation Board	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-7500-005
UNIT NAME AND LOCATION Executive Unit, WCB Headquarters, Sacramento	CLASS TITLE Deputy Executive Director and General Counsel (CEA A)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the administrative direction of the Board of the Wildlife Conservation Board (WCB) and the functional guidance and direction of the Executive Director and the Deputy Executive Directors, the General Counsel (General Counsel) will manage WCB's legal function and will perform WCB's most difficult and sensitive legal work. The General Counsel will serve on WCB's Executive Team and, in that role, will render top-level advice on a continuous basis that has broad impact to the Executive Director, other senior officials in WCB management, and high-level officials in the Administration and Legislature. The General Counsel will have broad responsibility for developing policies and procedures and will review policies and procedures developed by other WCB staff to ensure that they meet legal requirements.

PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)
25%	<u>ESSENTIAL FUNCTIONS:</u> Manage WCB's legal functions. Supervise all attorneys assigned to work for WCB. Manage all legal functions including ensuring that subordinate attorneys have the resources needed to perform legal work. Assign, review, and approve work of subordinate attorneys. Establish expectations and deadlines, evaluate job performance, and initiate progressive discipline and/or corrective action as necessary. Coordinate WCB's legal work with the California Department of Fish and Wildlife's Office of General Counsel to ensure consistency, wherever possible. Provide direct, continuous legal advice on the most complex and sensitive legal matters to WCB's Board and top-level management and serve as WCB's expert on all legal matters covering a variety of legal topics in which WCB is interested.
20%	High-level policy development and review. Have broad responsibility for drafting policies and procedures that address legal issues that affect WCB's work. Beyond the legal program area, review policies and procedures drafted by other WCB staff on non-legal issues to be sure they comply with all applicable legal requirements. Develop appropriate strategies to involve stakeholders in WCB policies. Train staff on new policies.
20%	Partner interaction. Represent WCB in public meetings including those that are held pursuant to the state's open meeting laws and confidential Executive Sessions. Assist in meeting preparation and follow up as needed to address legal issues. Continuous and direct high-level contacts with stakeholders, control agencies, tribes, and others including meetings throughout the state. Ensure compliance with all state laws and regulations regarding the work of government agencies including: Public Records Act, Information Practices Act, open meeting laws, records retention, conflicts of interest, and others. Assist with the most complex and sensitive legislation; develop legislative proposals and bill analyses.

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20%	Litigation. Oversee WCB's litigation. Direct attorneys in the Office of the Attorney General who are representing WCB on strategy to ensure that litigation is conducted consistently with the Board's goals and objectives. Assist with discovery, settlements, alternate dispute resolution, and pleading review.
10%	Serve as a member of WCB's Executive Team. Continuous and direct interaction with WCB's senior management and Board members. Provide legal and non-legal advice to the team on the most complex and sensitive issues. Plan and develop programs for WCB's efficient operations. Identify operational and program improvement opportunities to enhance WCB's effectiveness.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking time worked and preparing other paperwork; attend career development and training programs.</p> <p>Special Personal Characteristics: Ability to analyze complex and sensitive legal issues. Ability to multi-task, work independently, and manage a diverse workload. Meet deadlines. Ability to speak at public meetings. Effective as a supervisor/manager.</p> <p>WORKING CONDITIONS: This position is based at 715 P Street, Sacramento. Work is done both in-office and may also be fulfilled from a home office pursuant to a Telework Agreement. Some travel, including overnight, may be required.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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