



CURRENT
 PROPOSED

Classification Title Attorney Supervisor	Division Board
Working Title Chief Board Counsel	Branch/Office/Unit/Section Board Office
Position Number 013-101-5749-001	Name and Effective Date

General Statement: Under general direction of the Chairperson, Agricultural Labor Relations Board (Chair) in the Board Division (Division) within the Agricultural Labor Relations Board (ALRB), the Attorney Supervisor of the Board Office will serve as the lead counsel, the primary legal advisor and litigator for the Board. The incumbent will possess a high level of knowledge and expertise in areas of labor law, administrative law, civil procedure, and rules of evidence. The incumbent will be responsible for leading and reviewing the work of a team of attorneys. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) Case Management and Litigation

Serve as the chief advisor on case matters before the Board. Leads the analysis and litigation strategy on the most complex, novel, and precedential legal questions. Serve as the Board’s chief litigation counsel and primary legal liaison with the Labor and Workforce Development Agency (Agency), Governor’s Office, and outside counsel (primarily California’s Attorney General). Prepare and deliver oral arguments in California and federal courts. Perform analysis, legal research, drafting of Board decisions, administrative orders. Draft briefs and motions for submission to California superior and appellate courts, including the California Supreme Court, federal district and appellate courts. Oversee the final work product produced by Attorneys.

Develop a uniform strategy on procedural matters raised outside of cases on appeal to the Board. Include oral advice and written memoranda on legal matters of special importance to the Board. Advise the Board on draft responses to letters or inquiries from legislators, parties, or the public that raise sensitive and complex issues.

20% (E) Policy Development

Regulations: Advise the Board on intersection of policy and regulatory issues, including the ALRB’s conflict of interest code. Facilitate discussions with the necessary internal and external stakeholders to inform the drafting of regulatory language to meet policy goals. Responsible for leading the development of ALRB’s rulemaking calendar and drafting of regulatory packages pursuant to the Administrative Procedures Act. Submit regulatory packages for Agency review and Office of Administration Law (OAL) review. Address all questions from Agency and OAL on regulatory packages. Represent the ALRB at regulatory hearings and lead the development of responses to comments.

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Address legal challenges pertaining to underground regulations. Serve as the primary point of contact for the OAL.

Legislation: Analyze proposed legislation that may impact the ALRB's administration of the California Agricultural Labor Relations Act (ALRA) and advise the Board on any related legal questions. Responsible for legal analysis of legislation and overseeing bill analysis drafted by the Division's Analyst II. Work closely with other ALRB divisions as needed to craft legislative responses and technical amendments on policy bills. Represent the ALRB during Agency discussions, cross-departmental discussions, or with legislators and legislative staff members on legislation as requested by the Chair or the Board. Meets regular with the Chair and the Division's Analyst II to develop a schedule and policy stance on policy bills throughout the legislative calendar.

ALRB Policies: Work with the Administration and Technology Services Division to establish and maintain effective policies for the ALRB. Review policies on behalf of the Chair as needed. Lead the development of the most complex and legal sensitive policy development such as public records, conflicts of interest, and ethics. Manage and lead the development of the ALRB's record retention policies to ensure retention policies align with state laws and Secretary of State best practices.

20% (E) Public Meetings and Records

Attend and participate in open and closed sessions of all public meetings. Work in tandem with Executive Secretary, ALRB, (Executive Secretary) to advise the Board on statutory (including, but not limited to, the Bagley-Keene Open Meeting Act) and regulatory requirements applicable to quasi-judicial/quasi-legislative bodies and on parliamentary procedures (e.g., Robert's Rules of Order). Draft minutes of closed session during Board meetings.

Support the Executive Secretary in reviewing Public Records Act requests (PRA). Conduct annual training for PRA leads so information is packaged timely and accurately. Conduct reviews of the most sensitive requests. Review and analyze PRAs of Board related matters and counsel the Board on highly sensitive, legally complex matters, and/or those that are high profile or highly political.

15% (E) Supervision of Staff

Review timesheets, mileage logs, travel claims, overtime reports for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and complete employee performance appraisals. Identify and address/resolve employee performance issues. Utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, ALRB policies and procedures, and other related personnel laws, rules, and/or regulations. Mentor, coach, and guide staff in the development of their knowledge of the ALRB and the systems and resources utilized to perform their work. Identify staff training needs and/or training opportunities for improved performance and job satisfaction. Recruit, train, evaluate performance, and prepare corrective actions for staff. Effectively promote equal

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opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

5% (E) Professional Development

Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

C. Supervision Received

The incumbent will receive assignments and directions from the Chair; however, assignments and directions may come from the Board.

D. Supervision Exercised

The incumbent will oversee the activities of administrative professionals and attorneys.

E. Administrative Responsibility

The incumbent will have delegated authority by the Chair and serve as a lead policy maker within their respective program area. The incumbent will be responsible for administering and overseeing all aspects of the Office such as planning, organizing, identifying, and mitigating areas of risk, and implementing overall process improvement in support of the ALRB's mission and goals.

F. Personal Contacts

The incumbent will have frequent contact with ALRB, Agency, OAL, Department of Justice and the Governor's Office staff. The incumbent may have occasional contact with representatives from federal, state, and local governments, members of the public, industry and private interest groups. The incumbent will be expected to develop and maintain professional and cooperative working relationships and represent the ALRB.

G. Actions and Consequences

The incumbent will have significant policy creation and program management responsibility. Failure to adequately conduct the functions and duties outline above and provide appropriate leadership, administrative, and operational oversight will negatively impact the ALRB. This may include loss of credibility with stakeholders, control agencies and the Legislature as well as operational impacts such as losing delegated authority, audit findings, and penalties.

H. Functional Requirements

The incumbent is a Work Week Group E/SE employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division.

The incumbent is expected to work indoors. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. Daily access to and use of a computer, keyboard, mouse, and telephone is essential.

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Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

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

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the ALRB with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

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