

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Legal Affairs		DIVISION Office of the Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Attorney, Assistant Chief Counsel		BARGAINING UNIT M02	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-032-5871-XXX		CURRENT DATE 05/05/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
APPROVED BY				DATE	

FUNCTION OF POSITION
Under the general direction of the General Counsel, CEA, the Attorney, Assistant Chief Counsel is responsible for planning, organizing, directing, coordinating, and reviewing the work of a legal staff while performing the most sensitive and complex legal work consistently with favorable results for the Office of Legal Affairs (OLA). As Assistant Chief Counsel, this position provides direct supervision over Attorneys, Legal Analysts and managerial staff. As Assistant Chief Counsel, this position provides analysis, advice, and representation on a wide range of complex and sensitive legal matters affecting the policies and administration of the California Highway Patrol.

SUPERVISION RECEIVED
The Attorney, Assistant Chief Counsel reports directly to and receives the majority of their assignments from the General Counsel, CEA . However, direction and assignments may also come from the Office of the Commissioner.

SUPERVISION EXERCISED
The Attorney, Assistant Chief Counsel provides general direction to eight Attorneys, direction to four Senior Legal Analysts, and general supervision to two Lead Analysts.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Plans, organizes and directly supervises and provides guidance to all levels of Attorneys and Legal Analysts. Evaluates and timely prepares performance evaluations; actively participates in the selection of personnel for OLA. Manages OLA personnel to ensure functions are completed appropriately and in a timely manner. All other supervisory and management duties as required. Oversee and assist OLA attorneys on any issue under their individual areas of expertise, such as: any legally binding instrument and/or contract with the Department; subpoenas, discovery, Pitchess/Brady motions etc; peace officer rights and responsibilities; all personnel-related topics including workers' compensation, equal employment opportunity, whistleblower and retaliation actions; all aspects of investigations, including search and seizure; and adverse personnel actions. When necessary, independently present difficult and complex cases in court; represents the Department at various types of Administrative hearings throughout the state such as, before the State Personnel Board, the California Unemployment Insurance Appeal Board and the Workers' Compensation Appeal Board.
20%	Provides legal consultation, advice and assistance to Department management on all legal matters, such as: litigation, discovery, workers' compensation, adverse actions, labor and employment issues, risk management and pre-litigation investigations, settlements, attorney general retainment, contracts, internal and external audits, and confidentiality of information. Advises on content of legal forms, rules and regulations, and provides oral or written information or advice to other public officials, interested persons and organizations. Researches and provides legal opinions on a variety of topics relative to state and federal law including various constitutional rights, employment law, and civil and criminal matters. Assists with formulating policy on all legal processes; assists with formulating, reviewing, and providing legal review and advice on all policy formulated by the Department. Participates in strategic planning.
20%	Participates in and oversees specific projects and lawsuits as directed by the General Counsel. Provides professional direction to staff and to outside counsel, including the Office of the Attorney General (OAG), concerning the interpretation

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	and application of laws applicable to the Department. Directs the work of private counsel retained for various matters. Acts as a liaison with the OAG on the most complex and sensitive state and federal litigation in which the Department is a party for cases involving internal and external plaintiffs, including class actions and in-custody deaths. Develops strategy and tactics in the most complex disputes or litigation, assesses the strength and weaknesses of cases, makes recommendations as to the appropriateness of settlements, and represents the Department at settlement conferences as an authorized representative with settlement authority. Analyzes legal principles and precedents and applies them to complex legal and administrative problems.
5%	Act as a liaison between the Department and the OAG regarding all legal costs and strategies involving litigation budget. Assists the General Counsel as needed to develop budget change proposals, legal Governor's Office Issue Memorandums, and all legislative proposals issued by OLA. Drafts opinions, pleadings, rulings, regulations, bill analyses and legislation as requested or required by the Department. Assists with preparation and tracking of OLA's yearly budget.
	<u>Non-Essential Functions</u>
5%	Perform other job-related duties as may be required under the direction of the General Counsel.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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