

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 28743	DGS DIVISION / OFFICE or CLIENT AGENCY Executive Office	
UNIT NAME Office of Legal Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Attorney III	POSITION NUMBER 306-058-5795-001	CBID R02
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP SE
WORK SCHEDULE (DAYS / HOURS) Mon - Fri/8:00 am - 5:00 pm	TENURE Permanent	
WORKING TITLE Attorney III	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Assistant Chief Counsel, the Attorney III provides legal advice to DGS staff on program-specific issues and other state agency staff pertaining to state contracting, procurement, and personnel matters. The Attorney III represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw.

**SPECIAL REQUIREMENTS**  Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing  
 Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides general legal advice to DGS programs to ensure compliance with applicable laws, policies and procedures by performing legal research, analyzing the results, drawing conclusions and informing the DGS programs of the legal recommendations.
25%	Reviews contracts and solicitations submitted by DGS programs and external customer to determine compliance with state law, the State Contracting Manual, the State Administrative Manual and state policy.
20%	Represents and supports DGS as legal counsel in administrative proceedings related to contractor certification issues to facilitate favorable resolution for DGS.

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PERCENTAGE	DESCRIPTION
15%	Serve as the in-house liaison with outside litigation counsel by facilitating the exchange of necessary information between DGS and litigation counsel and recommending litigation strategy to ensure effective resolution of legal matters concerning DGS.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Provides legal analysis to DGS OLS management team on issues commensurate with this classification as needed.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

Daily and frequent use of computer and a variety of software applications.  
Appropriate business attire for a legal office work environment.

**DESIRABLE QUALIFICATIONS**

Knowledge of the law and abilities in legal research and analysis

Excellent oral and written communication skills

Ability to work independently and as part of a team to handle multiple assignments at once.

Litigation or legal consultation experience in information technology-related contracts formation or performance management and/or privacy laws.

Reliable and dependable attendance.

Ability to timely respond to clients' and customers' requests during business hours.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

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RPA NUMBER <b>28743</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Office of Legal Services</b>	
UNIT NAME <b>Office of Legal Services</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street West Sacramento, CA 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Attorney</b>	POSITION NUMBER <b>306-058-5778-XXX</b>	CBID <b>R02</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>SE</b>
WORK SCHEDULE (DAYS / HOURS) <b>Mon - Fri/ 8:00 - 5:00</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Attorney</b>	TIMEBASE <b>FT</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
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**POSITION CONCEPT**

Under the direction of the Assistant Chief Counsel, the Attorney provides legal advice to DGS staff on program-specific issues and other state agency staff on contract reviews. The Attorney represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw.

Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing  
 Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**SPECIAL REQUIREMENTS**

Telework

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides general legal advice, policy, regulation and legislation review DGS program matters to ensure compliance with law by examining all applicable legal authorities, which may include but not limited to the following areas: statewide services and goods procurement and contract disputes, Small Business and Disabled Veterans Business Enterprise (DVBE) certification related matters, matters related to Division of State Architect, privacy matters, public record act requests, and open meeting laws.

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PERCENTAGE	DESCRIPTION
30%	Analyzes and reviews proposed contracts submitted by DGS programs and external customers by researching state law, and the State Contracting Manual's policies and procedures in order to ensure compliance and determine whether a contract will be approved and provides advise to DGS programs and external customers on contracting practices.
20%	Represents the department as legal counsel in administrative proceedings regarding state contracting and procurement matters, small business and DVBE certification matters, matters related to Division of State Architect, and/or civil service employment law matters, by preparing necessary filings and appearing on behalf of the department.
10%	Serves as the department's liaison with the Attorney General's Office or private counsel representing the department in litigation by facilitating exchange of necessary information between the DGS program and litigation counsel, reviewing necessary discovery and litigation papers, and recommending litigation strategy to ensure effective resolution. of legal actions pending against the department.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Performs other legal duties as required consistent with this classification.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

Daily and frequent use of computer and a variety of software applications.

Appropriate business attire for a legal office work environment.

**DESIRABLE QUALIFICATIONS**

Strong ability in legal research and analysis; Experience in civil and administrative litigation; Ability to quickly grasp legal concepts in multiple or new areas of law; Ability to work independently and as part of a team to handle multiple assignments at once; Ability to timely respond to clients' and customers' requests during business hours.

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SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED