DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
LAND USE & CONSERVATION SECTION
DUTY STATEMENT

NAME:
JOB TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: The Deputy Attorney General IV in the Land Use and Conservation Section of the Public Rights Division is a well-experienced attorney and must have the ability and capability to personally handle, and oversee the handling of, the more complex, sensitive, varied, and difficult cases. The DAG IV handles a broad range of the more significant legal matters for a large group of State agencies. These include the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil, Gas, & Geothermal Resources, and the Department of Parks and Recreation. The Deputy Attorney General may also bring independent actions on behalf of the Attorney General. May review and oversee the work of others as a mentor.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General in the Land Use and Conservation Section.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift case files up to 25 lbs. may be required. Some travel may be required both in and out-of-state.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Performs a variety of the more difficult, complex, and sensitive litigation-related functions on behalf of state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office. These functions include drafting trial court memoranda and appellate briefs, preparing motions for summary judgment, engaging in document discovery and taking depositions.

45% Performs the more difficult research and provides experienced legal advice relating to state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office on sensitive legal matters. Attends various meetings and hearings of these client agencies and provides legal advice on the specific matters the clients are considering as well as providing more general advice on matters such as the open meeting laws.

MARGINAL FUNCTIONS:

5% Drafts and analyzes legislation that may affect a client or an area of the law that affects the section's practice, e.g., California Environmental Quality Act. Work with clients' legal staff to prepare regulations that implement the clients' programs.

5% Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

_____	_____
First/Last Name Date	First/Last Name Date
Employee's Signature	Supervisor's Signature

DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
LAND USE & CONSERVATION SECTION
DUTY STATEMENT

NAME:
JOB TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: The Deputy Attorney General III in the Land Use and Conservation Section of the Public Rights Division handles a broad range of significant legal matters for a large group of State agencies. These include the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, and the Department of Parks and Recreation. The Deputy Attorney General also brings independent actions on behalf of the Attorney General. May review and oversee the work of others.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General in the Land Use and Conservation Section.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift case files up to 25 lbs. may be required. Some travel may be required both in and out-of-state.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Performs a variety of difficult, complex, and sensitive litigation-related functions on behalf of state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office. These functions include drafting trial court memoranda and appellate briefs, preparing motions for summary judgment, engaging in document discovery and taking depositions.

45% Performs difficult research and provides legal advice relating to state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office on sensitive legal matters. Attends various meetings and hearings of these client agencies and provides legal advice on the specific matters the clients are considering as well as providing more general advice on matters such as the open meeting laws.

MARGINAL FUNCTIONS:

5% Drafts and analyzes legislation that may affect a client or an area of the law that affects the section's practice, e.g., California Environmental Quality Act. Work with clients' legal staff to prepare regulations that implement the clients' programs.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

First/Last Name Date	First/Last Name Date
Employee's Signature	Supervisor's Signature

DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
LAND USE & CONSERVATION SECTION
DUTY STATEMENT

NAME:
JOB TITLE: Deputy Attorney General, Ranges A-D

STATEMENT OF DUTIES: The Deputy Attorney General in the Land Use and Conservation Section of the Public Rights Division handles a broad range of significant legal matters for a large group of State agencies. These include the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil, Gas, & Geothermal Resources, and the Department of Parks and Recreation. The Deputy Attorney General also brings independent actions on behalf of the Attorney General. The duties of the Deputy Attorney General progress from the simplest work in the least sensitive matters, to progressively more difficult professional legal work as Deputies advance from Range A through Range D.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General in the Land Use and Conservation Section.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift case files up to 25 lbs. may be required. Some travel may be required both in and out-of-state.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Performs a variety of the less difficult, complex, and sensitive litigation-related functions on behalf of state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office. These functions include drafting trial court memoranda and appellate briefs, preparing motions for summary judgment, engaging in document discovery and taking depositions.

45% With the assistance of a Supervising Deputy Attorney General or a higher-level deputy, performs the least difficult research and provides legal advice relating to state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office on sensitive legal matters. Attends various meetings and hearings of these client agencies and provides legal advice on the specific matters the clients are considering as well as providing more general advice on matters such as the open meeting laws.

MARGINAL FUNCTIONS:

5% Drafts and analyzes legislation that may affect a client or an area of the law that affects the section's practice, e.g., California Environmental Quality Act. Work with clients' legal staff to prepare regulations that implement the clients' programs.

5% Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

First/Last Name Date	First/Last Name Date
Employee's Signature	Supervisor's Signature

DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
LAND USE & CONSERVATION SECTION
DUTY STATEMENT

NAME:
JOB TITLE: Deputy Attorney General V

STATEMENT OF DUTIES: The Deputy Attorney General V in the Land Use and Conservation Section of the Public Rights Division is a well-experienced attorney and must have the ability and capability to personally handle, and oversee the handling of, the more complex, sensitive, varied, and difficult cases. The DAG V handles a broad range of the more significant legal matters for a large group of State agencies. These include the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil, Gas, & Geothermal Resources, and the Department of Parks and Recreation. The Deputy Attorney General may also bring independent actions on behalf of the Attorney General. May review and oversee the work of others as a mentor.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General in the Land Use and Conservation Section.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift case files up to 25 lbs. may be required. Some travel may be required both in and out-of-state.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

<u>ESSENTIAL FUNCTIONS:</u>

45% Performs a variety of the more difficult, complex, and sensitive litigation-related functions on behalf of state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office. These functions include drafting trial court memoranda and appellate briefs, preparing motions for summary judgment, engaging in document discovery and taking depositions.

45% Performs the more difficult research and provides experienced legal advice relating to state agencies such as the Resources Agency, Coastal Commission, California's land conservancies, the State Lands Commission, the Division of Oil and Gas, the Department of Parks and Recreation and the Attorney General's Office on sensitive legal matters. Attends various meetings and hearings of these client agencies and provides legal advice on the specific matters the clients are considering as well as providing more general advice on matters such as the open meeting laws.

MARGINAL FUNCTIONS:

5% Drafts and analyzes legislation that may affect a client or an area of the law that affects the section's practice, e.g., California Environmental Quality Act. Work with clients' legal staff to prepare regulations that implement the clients' programs.

5% Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

_____	_____
First/Last Name Date	First/Last Name Date
Employee's Signature	Supervisor's Signature