



PR LOG #:

**DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION				WORKING TITLE			
Attorney III				Deputy General Counsel			
BRANCH							
Legal, Audits, and Charters Branch							
DIVISION				OFFICE			
Legal Affairs I							
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION			
R02	SE	0133	174-070-5795-XXX	Sacramento			
PROBATIONARY PERIOD		TENURE		TIME BASE		BILINGUAL POSITION	
12 Months		Permanent		Full-Time		No	
TELEWORK OPTION		SAFETY SENSITIVE POSITION			CONFLICT OF INTEREST CLASSIFICATION		
Hybrid		No			Yes		
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES							
<p>Under general direction from the General Counsel and Assistant General Counsels, the Attorney represents the California Department of Education (CDE), the State Superintendent of Public Instruction (SSPI), and the State Board of Education (SBE) and its members in all litigation in federal and state courts, and all administrative tribunals, including the United States Department of Education, the Education Audit Appeals Panel, the State Personnel Board and the Office of Administrative Hearings.</p>							
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS							
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>							
SUPERVISION BY							
Assistant General Counsel and General Counsel							
SUPERVISORY RESPONSIBILITIES							
None.							
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS							
Work in an office setting, daily use of computer and telephone.							

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Represent the CDE, the SSPI and the SBE and its members in complex and difficult legal matters assigned directly or indirectly by the General Counsel or an Assistant General Counsel, typically in response to a request for legal advice request submitted by CDE or SBE staff or executives. Independently and with minimal supervision handle all facets of each legal assignment, including developing strategies to achieve appropriate client goals from conception to disposition, seeking approval when indicated by the Assistant General Counsel and General Counsel. Ensure that procedures in the Attorney Desk Reference Manual are followed when performing the work. Ensure that the work conforms to applicable rules of professional responsibility while handling assignments. Based on client needs and workload, assignments may include: Conducting complex litigation filed in federal or state trial courts or administrative tribunals; Preparing and arguing appellate and amicus curiae briefs in federal and state appellate courts; Conducting legal research, discovery and investigations and providing advice to clients related to education issues and other topics as may be requested; Reviewing, drafting, editing and preparing memoranda, opinions, recommendations, regulations, contracts, letters, management bulletins, legal advisories, guidance documents and other forms of internal and external communications, including those sent in response to requests for public records; Consulting on and negotiating settlements and transactions; (Continued in next box)

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Conducting bill analyses and advising on legislative, policy and regulatory matters; Reviewing administrative complaints and appeals and advising the Department's administrative staff in their adjudicatory and prosecutorial roles; Reviewing and advising on audit and oversight matters; Advising on CDE operational issues including compliance with the state contracting manual, state administrative manual, control agency policy, rules and regulations; and assisting, coordinating and acting as liaison between clients and the California Attorney General's Office, outside counsel and other agency representatives in matters impacting the CDE, SSPI and the SBE and its members. Providing training as may be requested.

Relative % of Time Required:   Essential Function  Non-Essential Function

Duties Performed

Perform administrative tasks such as attending staff meetings, required trainings, preparing tally sheets, time sheets, and other duties as assigned.



**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

- Qualified persons with litigation experience
- Excellent writing skills
- A background in education-related law, civil rights law or litigation is desirable, but not required

**PERSONAL CONTACTS**

Interaction with CDE employees; SBE staff; attorneys for students, advocacy groups, school districts and other state agencies; court personnel.

**EMPLOYEE ACKNOWLEDGEMENT**

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

**MANAGER/SUPERVISOR ACKNOWLEDGEMENT**

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

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor



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**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

- Qualified persons with litigation experience
- Excellent writing skills
- Interest in becoming a member of a fast-paced office involved with very challenging issues at the forefront of state and national K-12 public education law
- A background in education-related law, civil rights law or litigation is desirable, but not required

**PERSONAL CONTACTS**

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