

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
DFW DIVISION/BRANCH/REGION/OFFICE Executive - Legal	POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5778-034
UNIT NAME AND LOCATION Office of the General Counsel (OGC), Sacramento	CLASS TITLE Attorney I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS The attorney will work under the immediate direction of an Assistant Chief Counsel and will also work with the General Counsel and other various levels of Attorney within OGC. The position will primarily focus on supporting the Law Enforcement Division.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
25%	ESSENTIAL FUNCTIONS: Perform professional legal work. Conduct legal research and provide legal counsel related to CDFW's enforcement of the Fish and Game Code, its implementing regulations, and related laws. Research, draft, edit, and finalize formal and informal opinions and advice memoranda for CDFW staff, including the Director's Office, Chief of the Law Enforcement Division, and members of CDFW's Professional Standards Unit regarding matters in which CDFW is involved or interested, including criminal procedure, discovery, search and seizure, and the handling and disposition of evidence. Ensure opinions and advice are timely, responsive, accurate, complete, and present legally permissible alternative courses of action and analysis of alternatives where appropriate.
25%	Oversee litigation and lawsuits handled by the Office of the Attorney General ("OAG"). Responsible for providing OAG information concerning subject matter and policy direction on the conduct of litigation, as well as assisting with the drafting of pleadings, preparing witnesses for trial, compiling CDFW's administrative record, and all aspects of discovery, etc. Represent CDFW in administrative hearings.
15%	Process requests made pursuant to the Public Records Act, document subpoenas, and/or requests for production of documents. This includes drafting correspondence to requesters and CDFW staff, reviewing documents to determine if exemptions from disclosure or privileges apply, and providing support to the Office of Attorney General representing CDFW in litigation challenging CDFW's response.
15%	Negotiate, draft, and review agreements, documents, reports, policies, and other records on behalf of CDFW. Participate with CDFW staff in proceedings, meetings, and negotiations concerning CDFW actions and programs.

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5%	Provide legal support to other agencies that prosecute violations of the Fish and Game Code and related laws.
5%	Review and draft regulations and process them pursuant to the Administrative Procedure Act.
5%	Research and draft analyses of bills, pertaining to CDFW interests.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Office of the General Counsel's goals and objectives.</p> <p>Special Personal Characteristics: Ability to organize, set priorities, and work independently under general supervision. Ability to work under pressure and successfully handle multiple competing priorities. Negotiate with tact and firmness. Develop positive working relationships to accomplish desired goals and objectives. Establish effective working relationships with all levels of staff within the Department. Work independently, cooperatively, and effectively with various federal, state and local agencies.</p> <p>Interpersonal Skills: Efficiency, conscientiousness, tact, and professionalism.</p> <p>WORKING CONDITIONS:</p> <p>Maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected, when necessary, to complete assignments in a timely manner. Travel is rarely required, but it may be necessary to travel within the State to attend or participate in meetings or hearings, and in those cases travel may involve one or more overnight stays.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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