

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

ADM-002

(Rev. 4/2026)

<b>Classification Title:</b> Attorney III	<b>Branch/Division/Bureau:</b> Enforcement Division
<b>Working Title:</b> Attorney III	<b>Office/Unit/Section/Geographic Location:</b> Sacramento/SF/LA
<b>Position Number (13 Digit):</b> 411-170-5795-xxx	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>RPA Number:</b> #	<b>Work Schedule:</b> Monday – Friday, 8:00 a.m. – 5:00 p.m.
<b>Employee Name:</b>	<b>Effective Date:</b>

**CORE VALUES/MISSION**

The California Privacy Protection Agency (CalPrivacy)'s mission is to protect Californians' consumer privacy. CalPrivacy implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**POSITION CONCEPT**

Under the general direction of the Assistant Chief Counsel of the California Privacy Protection Agency (Agency or CalPrivacy) and with occasional instruction from the Deputy Director of the Agency's Enforcement Division, the Attorney III is responsible for prosecuting, with minimal supervision, violations of the statutes and regulations under the jurisdiction of CalPrivacy's Enforcement Division (the "Laws") in administrative enforcement actions. The Attorney III investigates violations of the Laws, reviews consumer complaints and other leads, gathers and analyzes facts, evaluates legal arguments and defenses, conducts probable cause hearings, drafts administrative pleadings, and presents legal arguments before probable cause hearing officers, administrative law judges, and the CalPrivacy Board. The Attorney III participates in all aspects of administrative enforcement actions, including discovery, motion practice, and settlement discussions with opposing counsel. The Attorney III collaborates with the Enforcement Division's Attorney IV who may serve as lead counsel on projects in which the Attorney III and Attorney IV are jointly working. The Attorney III also collaborates with the CA Attorney General's office and other government agencies in other jurisdictions.

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**SPECIAL REQUIREMENTS**

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS**

35% Investigate violations of the Laws in administrative enforcement actions. Review consumer complaints and other leads obtained internally or from other sources. Interview consumers, assist with discovery of relevant facts, prepare notices, letters, and administrative subpoenas, interview witnesses, and consult with experts. Analyze facts and make legal recommendations and assist with evaluating potential defenses. Collaborate with other law enforcement agencies and other privacy and data security regulators at state, federal, and international levels, and consult with and assist the Attorney IV regarding strategic and legal decisions in the handling of cases, complaint trends, and enforcement strategy.

35% Prepare for the Agency in probable cause hearings and in administrative enforcement actions before Administrative Law Judges. Assist with the development of evidence, prepare witnesses, draft pleadings and legal briefs, attend hearings, assist with preparing oral arguments, and evaluate and advise on settlement of administrative cases.

15% Develop, review and advise on proposed legislation related to administrative enforcement, collaborate with other government agencies or authorities on enforcement matters. Provide legal assistance on Agency rulemaking proceedings.

10% Prepare the development of the Agency's sworn complaint system and policies regarding the review, processing, and management of complaints. Assist in developing guidance for businesses regarding compliance responsibilities and promoting public awareness of privacy rights.

**MARGINAL FUNCTIONS**

5% Perform other job-related duties as required.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Professional office environment.
- Some travel may be required.

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- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Supervisor Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name

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<b>Classification Title:</b> Attorney	<b>Branch/Division/Bureau:</b> Enforcement Division
<b>Working Title:</b> Attorney	<b>Office/Unit/Section/Geographic Location:</b> Sacramento/SF/LA
<b>Position Number (13 Digit):</b> 411-170-5778-xxx	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
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**ESSENTIAL FUNCTIONS**

35% Assist with investigating violations of the Laws in administrative enforcement actions. Review consumer complaints and other leads obtained internally or from other sources. Interview consumers, assist with discovery of relevant facts, prepare notices, letters, and administrative subpoenas, interview witnesses, and consult with experts. Analyze facts and make legal recommendations and assist with evaluating potential defenses. Collaborate with other law enforcement agencies and other privacy and data security regulators at state, federal, and international levels, and consult with and assist the Attorney III/IV regarding strategic and legal decisions in the handling of cases, complaint trends, and enforcement strategy.

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Supervisor Signature

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