

California State Auditor

Duty Statement



Classification - Working Title:	C.E.A. (B) – Chief Legal Counsel	
Position Number:	339-100-7500-900	Division: Executive Office
CBID:	E99	Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Employee Name:		
<p>Position Description/Duties: Under the general direction of the State Auditor of the California State Auditor’s Office (office), the Chief Legal Counsel is responsible for planning, organizing, directing, coordinating, and reviewing the work of the office’s Legal Division, and is responsible for ensuring that the office receives timely, accurate, and effective legal advice on all legal matters that are relevant to the operation of the office. The Chief Legal Counsel provides policy guidance and advice to the members of the Executive Office (EO) and to managers within the organization on any legal or policy matter affecting the organization. The Chief Legal Counsel serves as the principal legal advisor to the State Auditor and the Chief Deputy State Auditor, and is frequently consulted in all aspects of policy development and implementation within the office, the vast majority of which has statewide and/or outside impact. The Chief Legal Counsel also has significant responsibilities developing legislative and other strategies and interacts with high level government officials and legislative members and their staff to promote these strategies.</p>		
Job Functions - Essential (E) / Marginal (M) Functions:		
35% E	<p>Legal Staff Management</p> <ul style="list-style-type: none"> • Plans, organizes, directs, reviews, and provides final approval on the work of the legal staff. • Supervises and works with assistant chief counsels on their development plans and ensures that all phases of the performance development lifecycle for legal staff are carried out. 	
35% E	<p>Audits and Investigations Legal Support</p> <ul style="list-style-type: none"> • Provides legal support to audit staff by overseeing negotiations regarding access to information and participating in key meetings with executive and legal staff of audited entities. • Advises EO management team members on legal and policy matters that frequently and directly affect audit work, findings, and recommendations directed to other governmental entities. • Advises on the development and drafting of legislation intended to implement recommendations from the audit teams. • Advises the EO and the Investigations Division on complex legal issues regarding the Whistleblower Protection Act and improper governmental activity. 	
30% E	<p>Operations, Policies, and Legislation</p> <ul style="list-style-type: none"> • Assists in developing and implementing office policy, including policies related to personnel management, the delivery of legal services, and any other matter pertinent to the operation of the office and/or state government generally. • Develops office policies and practices related to adherence to conflict of interest laws, public contracting, public records disclosure, record retention, and personnel policies. • Actively develops and participates in the office’s strategic plan and facilitates the achievement of key strategic planning initiatives. • Directs and oversees outside counsel who provide litigation support to the office. • Develops and implements effective policies and practices for issuing and responding to subpoenas, requests for records, and other legal matters. • Identifies the need for changes to statutes or regulations that impact the work of the office and other state and local government agencies, and develops an effective legislative or other strategy for responding to these changes. 	

	<ul style="list-style-type: none"> • Manages the design and implementation of major new programs, including providing legal advice on the development and implementation of, and compliance with, new programs enacted by the Legislature or the voters pertaining to the office, including the Citizens Redistricting Commission. • Oversees the development of regulations necessary for the implementation of new and continuing programs pertaining to the office and its operations. • Develops and implements innovative ways of serving the legal needs of a small organization that handles an extremely broad and complex range of legal issues and guiding and assisting those attorneys in making legal conclusions that impact the State. • Gives testimony before the Legislature and impacts pending legislation. • Frequently interacts with legislative and committee staff, and other chief legal counsels.
Supervision Received:	Reports directly to and receives the majority of assignments from the State Auditor.
Supervision Exercised:	Directly supervises two Assistant Chief Counsels. Indirectly supervises seven Attorney IV-V's and one Supervisor I (Specialist).
Special Requirements:	Active membership in the California State Bar is required for this position.
Working Conditions:	<ul style="list-style-type: none"> • It is the desire of the State Auditor that all executive level staff generally work at the office. However, this position is eligible for participation in the office's hybrid telework program one to two days per week. Work at the alternate work location must be conducted in a space this is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible for telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require travel, working away from headquarters, and/or long and irregular work hours.
Position DS REV Date:	5/22/26

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.