

DUTY STATEMENT

CTC-HR 101 (REV 12/2021)

		RPA #	EFFECTIVE DATE: Click or tap here to enter text.
EMPLOYEE'S NAME Click or tap here to enter text.	POSITION NUMBER (Agency - Unit - Class - Serial) Click or tap here to enter text.		
DIVISION/UNIT Legal Division	CLASS TITLE/WORKING TITLE Advisory Attorney Supervisor		

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, other State entities, and members of the public, to enable CTC to provide the highest level of service possible. Commitment to treating others fairly, honestly, respectfully, and professionally is critical to the success of CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of the Assistant Chief Counsel, the Advisory Attorney Supervisor performs the following essential functions:

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.
Click or tap here to enter text.	<u>ESSENTIAL FUNCTIONS</u>
40%	Serves as the senior advisor to the Committee of Credentials (COC), Committee on Accreditation (COA), and the Commission on legal matters both during meetings and in preparation for meetings, including, but not limited to, disciplinary hearings, accreditation hearings, General and Closed Session agenda items related to educator licensure, and conflict and open meeting laws. Coordinates the COC and Commission Closed Session agendas, attends all days of COC and Commission meetings, advises as senior counsel, trains new Committee members and Commissioners, and coordinates review of legal issues in preparation for and during statutory meetings. Supervises all work product of attorney subordinates as it relates to the COC, COA, and Commission, including Closed Session agenda items and written decisions. Serves as senior counsel and liaison to the Office of the Attorney General (OAG). Assists the Legal Office Support Team Manager in coordinating the agency-wide response to discovery in response to litigation, subpoena defense matters, writ petitions, search warrants, and potential litigation that is pending at the Office of the Attorney General. Engages in high-level interaction with the Executive Office, agency division directors, Custodians of Record, and Deputies at OAG to ensure agency-wide response within the requirements of the law. Assists the Assistant Chief Counsel in resolving litigation in the most appropriate manner. Represents the Commission in conjunction with the Assistant Chief Counsel in litigation matters upon waiver of representation by the OAG. Provides oversight and guidance to subordinate staff attorneys in their legal research and oral and written advice.
30%	The Advisory Attorney Supervisor is responsible for planning, organizing, and directing the staff of the Advisory Legal Team (ALT) within the Commission's Legal Division and engages in duties not limited to the following: Manages the Legal Division's ALT. Advises the Assistant Chief Counsel on staffing, performance, training, and personnel issues related to subordinate staff within the ALT. Supervises, plans, organizes, coordinates, reviews, mentors, and directs the work of staff attorneys within the ALT; evaluates the performance of staff attorneys; participates in the selection process for staff attorneys; and adheres to the progressive disciplinary process for underperforming staff or staff engaged in misconduct

DUTY STATEMENT

CTC-HR 101 (REV 12/2021)

25%	<u>SECONDARY FUNCTIONS</u> Serves as a working manager in conducting the most complex and sensitive legal research. Provides both oral and written legal opinions to the General Counsel/Assistant Chief Counsel, members of the Executive Office, managerial staff, and others on a variety of legal issues of great complexity and difficulty, including, but not limited to, sensitive matters involving employment law and discrimination, education and licensing of teachers, governmental contracts, conflicts of interest, memorandums of understanding, interagency agreements, data sharing, and the California Public Records Act and Information Practices Act. Drafts highly detailed legal memoranda and other papers for the Commission; interprets and applies complex governmental laws, court decisions, and other legal authorities; prepares and assists in preparing legal documents, including Commission decisions; reviews high-risk contracts and other documents for legal sufficiency. Reviews and drafts proposed legislation, as well as regulations for adoption by the Commission and approval by the Office of Administrative Law. Provides other legal support to agency divisions, as assigned.
5%	<u>MARGINAL FUNCTIONS</u> Other legal duties, as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- All current laws governing educator licensure and discipline practices in California.
- All California laws related to state government and the Commission, including, but not limited to, the California Education Code, Penal Code, Government Code, policies and regulations of the Commission, provisions of the California Constitution, Bagley-Keene Open Meeting Act, Administrative Procedures Act, Public Records Act, Information Practices Act, and laws governing state public officials and conflict analysis.
- Legal research methods, legal principles, and their application.
- Drafting legal memoranda and court filings.

Ability to:

- Interpret and apply the provisions of law discussed above.
- Accurately and thoroughly perform legal research and writing, as well as analyze and apply law to facts, to provide a sound legal recommendation. Present statements of fact, law, and argument clearly and logically.
- Prepare memoranda, court filings, and other correspondence involving complex legal issues that is clear, concise, and accurate.
- Complete a high volume of complex legal analysis under short deadlines. Practice excellent time management skills.
- Ability to carry out directives from supervisors accurately and consistently.
- Analyze situations accurately and take effective action. Exercise sound judgment.

DESIRABLE QUALIFICATIONS

- Active member, in good standing, of the California State Bar.
- Knowledge and experience with the educator certification, preparation, and disciplinary processes in the State of California.
- Knowledge and experience related to the Public Records Act, Information Practices Act, Bagley-Keene Open Meeting Act, Administrative Procedures Act, employment law and discrimination, governmental contracts, interagency agreements and MOUs, conflicts of interest, and analyzing and drafting legislation and regulations.
- Experience with the following entities in California: Department of Human Resources, Legislature, Governor's Office, Department of Finance, State Courts, Office of the Attorney General, Office of Administrative Hearings, and Office of Administrative Law.
- Ability to complete a high volume of complex legal analysis under short deadlines, as well as review the work product of subordinate legal staff under such circumstances to ensure accuracy and clarity.
- Knowledge and experience managing legal staff or a group of people.

DUTY STATEMENT

CTC-HR 101 (REV 12/2021)

- Knowledge and experience applying the laws governing all aspects of personnel management in the State of California, including, but not limited to, the following areas: progressive discipline, discrimination, sexual harassment, hostile work environment, worker's compensation, labor negotiations and bargaining unit contracts, and equal opportunity employment.
- Knowledge and experience related to data collection, use, and sharing, information security, and artificial intelligence.
- Ability to accurately analyze emergency situations and exercise sound judgment under pressure.
- Ability to perform in an independent manner, but with unwavering adherence to directives, procedures, and policies set by the Chief Counsel and Assistant Chief Counsel.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Requires prolonged sitting, use of telephones and computers.
- Requires mobility to various areas of the CTC and work core business hours of 8:00 a.m. to 5:00 p.m.
- Demonstrates a commitment to perform duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management and staff.

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
- Requires prolonged sitting.
- Requires mobility to various areas of the CTC.

Mental Ability

- Ability to communicate clearly and tactfully
- Ability to read and follow written and oral instructions.
- Ability to change tasks and work with multiple task assignments.

PERSONAL CONTACTS

- CTC management and staff.
- OAG management and staff.
- Commission members, COC members, and COA members.
- Educators and the Public
- Stakeholders
- Legislators, Judges, and Opposing Counsel

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

Incumbent will have a very high level of responsibility. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to an unauthorized person. This could result in litigation risk against the Commission and/or harm to the public and may result in adverse action. Failure to provide accurate and expedient legal advice could result in the same consequences. The actions of the Advisory Attorney Supervisor can and will affect the Commission's public responsibility and the safety of the children of California.

MANAGER/SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/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*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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