



POSITION DUTY STATEMENT

California Student Aid Commission
State of California

☐ Current

☒ Proposed

6/16/2026

Date Revised

Date: May 28, 2026	Name of Incumbent: Vacant
Civil Service Title: Career Executive Assignment, B	Position Number: 270-733-7500-XXXX
Working or Job Title: General Counsel	Division/Unit: Legal & Compliance Division
Supervisor's Civil Service Title: Executive Director	Location: Rancho Cordova/ Sacramento
Supervisor's Working Title: Executive Director	Work Hours/Shift: Full Time
Conflict of Interest Disclosure Position: ☒ Yes ☐ No	License or Other Requirement: Active membership in the State Bar of CA
Bilingual Position (Specify Language): ☐ Yes ☒ No	Public Contact Position: ☐ Yes ☒ No
Supervision Exercised: (1) Attorney III, (1) Staff Management Auditor and (4) Associate Management Auditors	
This role is critical to accomplishing CSAC's established goals to advance equitable student access, support and success and you are a valued member of the California Student Aid Commission's (CSAC) team. You are expected to work cooperatively with team members and others to enable CSAC to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.	
CSAC MISSION STATEMENT	
CSAC is the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Its central mission is to make education beyond high school financially accessible to all Californians.	
PROGRAM INFORMATION	
The Legal & Compliance Division is responsible for providing legal services and support to Commissioners, the Executive Director, Executive Team, and designated CSAC staff who operate programs. The Program Compliance Services unit is responsible for state and federal compliance in the administration of financial aid by all higher education institutions who participate in programs administered by the Commission including Cal Grant and the Middle-Class Scholarship. The General Counsel acts as the top advisor to the Commission and Executive Director. The General Counsel is charged with taking the initiative to respond to emerging legal issues and support oversight across all units and programs to ensure that the agency is in compliance with state administrative practices and state and federal requirements for administering financial aid. The General Counsel manages litigation in coordination with the California Attorney General's	

Office or retained private counsel, represents CSAC in administrative proceedings, drafts and reviews legal opinions, legal memoranda, correspondence, proposed legislation, and regulations; supervises agency contracting, oversees the Commissions regulatory and auditing process, Public Records Act compliance, and administrative financial aid related appeals by institutions and students; provides advice related to human resources, serves as the agency's privacy office, works with system stakeholders on policy development; and provides advice and assistance to legislative officials on the interpretation and implementation of state and federal laws affecting financial aid.

As a member of the Executive Team, the General Counsel is instrumental in advancing the Commission goals as adopted in the *CSAC Student Success Blueprint*. The LCD's responsibility includes legal guidance and representation on all emerging legal matters relating to the Commission and its programs, including information security, undocumented students access to financial aid, use of AI technology, data exchanges, eligibility and auditing requirements, and redesigning the Commission administered programs and services in compliance with state and federal laws.

SUMMARY STATEMENT

The General Counsel provides high level legal oversight, strategic direction, and expert legal advice to support our state mission of delivering financial aid to 2.2 million students annually. Under the general direction of the Executive Director, the General Counsel provides strategic litigation planning, sound legal guidance, and strategic oversight in the development, implementation, and management of legal policies, litigation plans/case development, and operations to executive leadership, the Commission members and designated staff.

Effective representation of the Commission policies and regulations includes advising the 15-member Commission appointed by the Governor and Legislature, the Executive Director on state and federal laws, and Commission staff on complex legal questions and issues; representing CSAC where appropriate before judicial or administrative tribunals, coordination of administrative or court litigation with the Attorney General's Office; preparing and analyzing legal opinions, regulations, and legislative measures; reviewing contracts and assisting with contract negotiations; advising on human resources/personnel matters and drafting and reviewing documents relating to personnel actions; overseeing institutional eligibility and compliance audits; and managing the regulations process, including drafting and obtaining approval for Commission regulations; responding to Public Records Act requests.

ESSENTIAL FUNCTIONS (E) – MARGINAL FUNCTIONS (M)

%	Job Descriptions
30% (E)	<i>Executive Leadership.</i> Acts as the agency's chief legal officer. Participates in regular meetings with the Executive Director and with executive leadership to provide verbal advice and counsel on legal, management, and policy matters. The General Counsel provides oral and written legal opinions and advice on matters affecting the Commission's programs and operations, policy formulation and strategic planning. This includes legal review of proposed legislation, draft legislation or inquiries of a legal nature from the Governor's Office, state legislators and their staff, constituent groups, schools, lenders, students, federal agencies, and state agencies. Provides legal representation and supports discovery, and other litigation tasks with the Office of the Attorney General, California Department of Human Resources, or private counsel as required.

	Acts as the agency's Privacy Officer, provides advice to Commissioners and executive leadership related to the implementation of their programs and the development and maintenance of agency policies and practices. Monitors and supports litigation conducted by the Attorney General and outside counsel on behalf of the Commissioners and California Student Aid Commission. Perform other executive functions when other executives are absent. Contributes to agency responses to inquiries from state control agencies and inquiries from outside the Commission involving legal, audit, regulatory, and other matters in compliance with Bagley Keene and Fair Political Practices Commission laws and the Public Records Act.
30% (E)	<i>Legal work.</i> Performs legal work typical of practicing attorneys, including legal research, analysis, and drafting related to matters of particular significance, sensitivity, or urgency. Lead the development of training activities for Commissioners and Commission staff and stakeholders. Serve as point of contact and represents the Executive Director in cross-functional division matters including: performing legal review of, and providing assistance in preparing and interpreting, legislation, contracts, participation agreements, waivers, Memorandum of Understandings, and interagency agreements; providing legal advice and representation on human resources/personnel matters including, representing the Commission in State Personnel Board Hearings; and collaborating across units and divisions to address departmental compliance with privacy and security legal requirements, industry standards and best practices for protecting personally identifiable information, compliance with industry best practices and standards for financial transactions and control agency policies.
20% (E)	<i>Management of Staff.</i> Oversee staff and responsibilities of the LCD and Program Compliance Services Unit. Defines job duties, provides feedback, supports training and development, and establishes expectations, develops and maintains LCD policies and procedures. Supervises the agency's program compliance, public records, regulatory, and privacy programs, administrative appeals from institutions and students to determine program eligibility, complaints or repayment of aid. Assigns and coordinates attorney work. Reviews and edits LCD work product. Advocates for appropriate funding and staffing resources for the agency's legal and audit functions.
15% (E)	<i>Statewide Engagement.</i> Attend all Commission meetings and provide advice on pending litigation (and other appropriate matters) in closed session. Drafts and reviews proposed agenda items, maintain regulations and internal policy controls as adopted by the Commission. Responds to inquiries from individual Commission members. Provides leadership in statewide conferences, webinars and events through presentations and interpretation of state and federal laws affecting the California students and financial aid administration, including issuing legal opinions on matters of statewide significance and legal memos. Participates in stakeholder consultation processes in the development of Commission policies and regulations.
5% (M)	Performs other job-related duties as assigned, consistent with the classification specifications of the CEA classification and in support of the Agency's mission and organizational initiatives. This includes contributing to special projects cross-divisionally that support vision driven goals.
IMPACT AND CONSEQUENCE OF ERROR	
Significant policy misinterpretation reflects poorly on the incumbent, team members and the agency, and diminishes credibility with key stakeholders.	

PROFESSIONAL CONTACTS

- Frequent contact with CSAC staff at all levels.
- Frequent contact with other state agencies and various levels of government.
- Frequent contact with the public.

OTHER SPECIAL EXPECTATIONS

- Works independently and exhibit proactive behavior with limited supervision or instruction.
- Effectively collaborates with others as a member of a team.
- Strong oral and written communication skills, particularly in the areas of presentation and facilitation.
- Strong analytical, organizational, presentation, and research skills, utilizing search engines and web/internet.
- Positive attitude, open-mindedness, flexibility, tact, and confidentiality.
- Commitment to providing high-quality service that exceeds expectations.
- Focused attention to detail and ensures follow-through.
- Performs multiple tasks simultaneously, adhere to deadlines, and adapts to shifting priorities in a collaborative fashion.
- Effectively use professional judgment on sensitive or confidential circumstances and handles information with discretion and professionalism.
- Maintains good attendance and punctuality record.
- Consistently demonstrates a high level of initiative and sound judgment.
- Assess a situation and implements an appropriate and efficient plan of action.
- Proficient in computer technology such as Microsoft Word, Outlook, Excel, and PowerPoint, and various software programs.
- Effectively communicates information with confidence and politeness while utilizing concise and clear language within a diverse community.
- Willing to work outside regular business hours.
- Effectively utilizes division and CSAC technology and data tools with technical proficiency.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENT

Alternatives will be provided for those who are unable to perform the essential functions of the job due to the disability covered under the ADA.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

- Exposure to computer screens and other basic office equipment.
- Work in a climate-controlled office environment, open office space with artificial lighting.
- Attend meetings in designated conference rooms and be willing to travel to off-site locations.
- Current residency in the State of California is required. This position's location is designated in Rancho Cordova, CA and may be eligible for hybrid teleworking. The amount of telework is at the discretion of the Department and based on the CSAC's current telework policy. While CSAC supports telework, regular in-person attendance will be required at CSAC's Rancho Cordova location based on operational needs. Teleworking from outside the State of California is strictly prohibited.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Signature

Date

SUPERVISOR ACKNOWLEDGEMENT

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

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional Allocation, form 625 on file.

HR Analyst Initials

TYA

Date Approved

6/16/2026

*Duties of this position are subject to change and may be revised as needed or required.