

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30704	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Legal Services	
UNIT NAME Executive Office	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street West Sacramento Ca	
CIVIL SERVICE CLASSIFICATION Attorney IV	POSITION NUMBER 306-061-5780-003	CBID R02
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP SE
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 a.m. - 5:00 p.m.	TENURE Permanent	
WORKING TITLE	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the assigned Assistant Chief Counsel and as designated by the Chief Counsel, the Attorney IV within the Office of Legal Services performs the more difficult, sensitive, and complex legal services with broad discretion by exercising independent legal judgment. This position represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)

☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Reviews and evaluates the more complex, difficult, high profile, and novel legal issues by researching transactional and acquisition issues, leasing matters, contract issues, procurement issues, governmental concerns, and other issues as needed, in order to provide written and oral legal advice to departmental divisions, the Government Operations Agency, the Department of Finance, and other high-level stakeholders to ensure compliance with state and federal laws, rules and regulations, court decisions, the State Contracting Manual, and other legal authorities.
25%	Performs the control function of reviewing and approving the complex non-IT service contracts for customer state agencies and the department in order to provide advice and training as to best contracting and solicitation practices to ensure legal guidance is provided on the more complex and

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	complicated matters, such as the IT General Provisions, environmental and green technology contracts, real property issues, and novel agreements involving other public entities and municipalities.
25%	Provides all forms of legal advice by conducting research appropriate to the assignment in order to provide DGS senior and executive management, and other staff with high level legal guidance to ensure sound legal advice on a variety of program-specific legal issues including transactional and acquisition issues, leasing matters, procurement issues, governmental and environmental concerns, Public Records Act Request response and coordination, state legislation and regulations, federal regulations, drafting legislation and regulations, and conducting hearings related to the certification of small and disadvantaged veterans businesses.
10%	Serves as the department's liaison with the Attorney General's Office or private counsel representing the department in litigation by facilitating exchange of necessary information between the DGS program and litigation counsel and recommending litigation strategy to ensure effective resolution of legal actions pending against the department.
5%	Acts in a lead capacity to control work by prioritizing and scheduling work to ensure assignments flow smoothly through the Legal Office and are completed in a timely manner.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other legal tasks as necessary commensurate with this classification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)**DESIRABLE QUALIFICATIONS**

The successful candidate must reside in California upon appointment. Daily and frequent use of computer and a variety of software applications. Reliable and dependable attendance. Ability to timely respond to clients' and customers' requests during business hours. Ability to work well in a team- oriented environment in a standard office setting.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department 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.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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