



Current
 Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Attorney III	WORKING TITLE: Staff Attorney
NAME OF INCUMBENT:	POSITION NUMBER: 281-393-5795-XXX
SECTION/UNIT: Legal Unit	SUPERVISOR'S NAME: Kumani Armstrong
DIVISION: N/A	SUPERVISOR'S CLASSIFICATION: Assistant Director/Chief Counsel
BRANCH: N/A	REVISION DATE: 4/13/2026
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the general direction of the Assistant Director/Chief Counsel, Attorney III performs sensitive and complex legal work related to legal research and writing, ethics, personnel matters, and review of Employment Training Panel (ETP) competitive procurement procedures for grants and select contracts. Attorney III drafts, negotiates and oversees execution of grants/contracts. Attorney III oversees drafting and implementation of rulemaking for ETP regulations. Attorney III provides legal guidance on ethics requirements, including Bagley-Keene Open Meeting Act mandates for Panel meetings. Attorney III provides legal guidance to Panel Members, management, and staff on conflict-of-interest requirements under the Political Reform Act; and provides guidance in the preparation of responses to requests for records under the Public Records Act. Attorney III will perform other special projects as required and must utilize professional discretion and confidentiality while working both collaboratively and independently.	
Percentage of Duties	Essential Functions
40%	Drafts and proposes legislation, regulations, rulemaking documents, policies and procedures and other legal instruments governing all business conducted by the Panel to ensure compliance with applicable laws, regulations, and administrative requirements. Interprets ETP's statutory authority, governing regulations and legal precedents to support policy development, program implementation and operational decision making. Reviews and assists in responding to Public Record Act requests. Provides legal ethics advice and guidance on issues, including, but not limited to, conflict-of-interest requirements under the Political Reform Act; and, on Bagley-Keene Open Meeting Act requirements for Panel Meetings, Committee and Subcommittee meeting.

Civil Service Classification**Position Number**

Attorney III

281-393-5795-XX

	Develops and delivers legal, ethics, and policy training programs for staff and management on issues affecting ETP operations, regulatory compliance, governance standards, and administrative procedures.
25%	Provides legal guidance and advice on human resources matters, including but not limited to, employee discipline, terminations, reasonable accommodation, leaves of absence, and performance management. Advises management and Human Resources staff on Equal Employment Opportunity (EEO) laws, regulations, and policies, including Title VII of the Civil Rights Act, the California Fair Employment and Housing Act (FEHA), the Americans with Disabilities Act (ADA), and related federal and state statutes. Conducts or oversees EEO investigations and workplace harassment and discrimination complaint investigations, ensuring procedural compliance and thorough, legally defensible findings. Drafts investigation reports, findings, and recommendations. Represents the department in administrative proceedings before the State Personnel Board, the Department of Fair Employment and Housing (DFEH/CRD), the Equal Employment Opportunity Commission (EEOC), and other administrative bodies as required. Collaborate with the Human Resources Manager to develop, implement, and update EEO policies, procedures, and training materials to ensure legal compliance and promote a diverse, equitable, and inclusive workplace.
25%	Reviews grants and contracts in accordance with varying legal standards pertinent to each grant program or contract purpose. Assists and provide legal support with multi-stage grant procurement process from publication of the bid opportunity through notice of the intent to award. Serves as legal liaison to managers and staff in understanding the program and monitoring needs for each contract or procurement. Drafts contracts, grants, forms, templates. and other instruments such as sponsorships or subscriptions in accordance with varying statutory standards pertinent to each grant program or contract purpose. Assists and provides legal support with the multi-stage procurement process from publication of the bid opportunity through notice of the intent to award. Acts as legal liaison to managers and staff in understanding the program and monitoring needs behind each contract or procurement. Verify documents and ensures information requests are thorough, legally defensible, and tailored to the allegations of the charge.
5%	Performs special projects as required and must utilize professional discretion and confidentiality while working both collaboratively and independently. Participates in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of environment:	
<input checked="" type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	

Civil Service Classification

Attorney III

Position Number

281-393-5795-XX

Interaction with customers:

- Required to work in the lobby

 Required to work at a public counter
 Required to assist customers on the phone

 Required to assist customers in person
 Other:

5. SUPERVISION

Supervision Exercised:

6. SIGNATURES**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY**Classification & Pay Group (CPG) Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	YS	6/25/26

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

*Click here to enter text.***Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file