

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

RPA #	EFFECTIVE DATE:
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EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial) 192 501 5778 XXX
DIVISION/UNIT Legal Office	CLASS TITLE Attorney

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the 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.

The Attorney is a member of the Legal Office whose primary duty is to engage in legal analysis and render legal advice and opinion on complex and sensitive legal issues. Under the supervision of the General Counsel, the Assistant Chief Counsel, and the Advisory Attorney Supervisor, the incumbent performs the following:

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.

65%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Under the supervision of the General Counsel, the Assistant Chief Counsel, and the Advisory Attorney Supervisor, conducts legal research and provides both oral and written legal opinions for the General Counsel, the Assistant Chief Counsel, and the Advisory Attorney Supervisor, members of the Executive Office, managerial staff, and others on a variety of legal work of moderate to average difficulty, including, but not limited to, employment law and discrimination, education and licensing of teachers, governmental contracts, conflicts of interest, the California Public Records Act and Information Practices Act. Drafts memoranda and other papers for the Commission; interprets and applies laws, court decisions, and other legal authorities; prepares and assists in preparing legal documents, including Commission decisions, reviews contracts, and other documents for legal sufficiency.</p>
20%	<p>Under the supervision of the General Counsel, the Assistant Chief Counsel, and the Advisory Attorney Supervisor, advises the Committee of Credentials, Committee on Accreditation, 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 open meeting laws.</p>
10%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Under the supervision of the General Counsel, the Assistant Chief Counsel, and the Advisory Attorney Supervisor, reviews and drafts proposed legislation, as well as regulations for adoption by the Commission and approval by the Office of Administrative Law and provide legal support to other divisions as assigned.</p>
5%	<p>Other legal duties as assigned.</p>

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KNOWLEDGE AND ABILITIES

Knowledge of:

- Current laws and codes regarding teacher licensing and disciplinary practices in California.
- Scope and character of California statutory law, including, but not limited to, the California Education Code, Penal Code, Government Code, the policies and regulations of the Commission, the 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 and performing research.
- Legal principles and their application.

Ability to:

- Interpret and apply provisions of the California Education Code, Penal Code, Government Code, and the policies and regulations of the Commission on Teacher Credentialing.
- Analyze, appraise, and apply legal principles, facts, and precedents to legal issues.
- Present statements of fact, law, and argument clearly and logically.
- Prepare correspondence involving the explanation of complex legal issues.
- Complete a high volume of complex legal analysis under short deadlines.
- Practice excellent time management skills.
- Perform in an independent and creative manner.
- Analyze situations accurately and take effective action.
- Exercise sound judgment.
- Produce written legal analysis that is clear, concise, and accurate.

DESIRABLE QUALIFICATIONS

- Active member, in good standing, of the State Bar of California.
- Knowledge and experience in education and educator licensing disciplinary process in the State of California.
- Ability to complete a high volume of complex legal analysis under short deadline, with accuracy and clarity.
- Knowledge and experience related to the Public Records Act, the Information Practices Act, Bagley-Keene Open Meeting Act, and Administrative Procedures Act.
- Experience with the following entities in California: State Courts, Federal Courts, Department of Human Resources, Civil Rights Department, the Office of Administrative Law, and other government agencies.
- Knowledge and experience applying the following laws: discrimination, sexual harassment, hostile work environment, worker's compensation, equal opportunity employment, governmental conflicts of interest.
- Knowledge and experience advising governmental bodies.
- Knowledge and experience conducting legal research and drafting concise, well-reasoned memoranda.
- Knowledge and experience reviewing and analyzing hearing records and drafting well-written, persuasive briefs.

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.

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CCTC-AGENCY xxx (REV 06/11)

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.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

- CTC management and staff.
- Educators and the Public.
- Members of the Commission, Committee of Credentials, Committee on Accreditation.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

Incumbent will have a 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 unauthorized persons, and may result in adverse action.

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

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