

Classification Title: Attorney III	Branch/Division/Bureau: Administration & Licensing Services Branch / Administrative Hearing Bureau
Working Title: Research Attorney	Office/Unit/Section/Geographic Location: OAK
Position Number (13 Digit): 413-214-5795-XXX	Conflict of Interest Position: ☐ NO ☒ YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under general direction of the Supervising Administrative Law Judge, the Attorney III exercises broad discretion and independently performs sensitive and complex legal work assisting judges in the Administrative Hearing Bureau (AHB). The incumbent reviews and summarizes evidence, procedural history, and legal contentions; researches legal authorities, regulations, and statutory and case law. Prepares written summaries, draft rulings, decisions, memoranda, and other legal documents. The incumbent consults with judicial officers and staff within AHB as assigned.

The incumbent assists judges in drafting and editing orders and decisions. The incumbent may be asked to serve as a neutral for mediation, referee, or similar capacities as may be necessary for AHB to offer such services to constituents or otherwise carry out its statutory role.

As assigned, the incumbent may also assist in the development, analysis, and drafting of proposed regulations, regulatory amendments, and related rulemaking materials necessary to support AHB operations, and may serve as a Bureau representative in internal or interdivisional workgroups concerning regulatory or policy initiatives.

Occasional travel within the state of California, including overnight stays, is required. Travel outside of the state may also be required. Travel may occur via private or public transportation (i.e., automobile, airplane, etc.).

This position is designated under the Conflict of Interest Code. The incumbent is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS:

- 35% **Legal Analysis** – Reviews and analyzes case initiating and other filed materials, including pleadings, motions, oppositions, reply to briefs, and related documents. Evaluates legal arguments, applicable law, and evidence. Prepares draft orders, decisions, rulings, memoranda and other legal working products.
- 30% **Decision Support** – Conducts complex and sensitive legal research to support analysis, involving statutes, regulations, and administrative authority. Provides oral briefings and consultative support to judges regarding legal research, factual analysis, and recommended conclusions.
- 15% **Hearings, Neutral Services, and Professional Development** – Attends hearings, as assigned, serve as a neutral for mediation, referee, or similar purposes. Participates in continuing legal education and professional development opportunities as available or as identified in an individual training plan.
- 10 % **Policy and Procedural Development** – Researches, analyzes, and develops policies, proposed regulations, and best practices related to novel and recurring legal issues or specific types of proceedings that come before AHB. Assists in drafting and evaluating regulatory proposals or amendments necessary to support Bureau operations and statutory mandates. Assists in promoting consistency, legal sufficiency, and procedural integrity in Bureau operations.

MARGINAL FUNCTIONS:

- 10% Provides updates and responds to questions from judicial officers and bureau staff on general status of matters pending before AHB. Ensures applicable files are available at the time of hearing on any matter. May occasionally be tasked with representing the bureau in connection with operational provided any such interaction does not conflict with the neutrality or ethical obligations of the judicial staff.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent must be able to work in a high-rise building.
- The incumbent must be able to lift, carry or otherwise transport documents to hearings, meetings, and other appearances.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed; however other authorized transit subsidies do exist for those who qualify.

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

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

Printed Name