

State of California
California Housing and Homelessness Agency

DUTY STATEMENT

Unit: Legal Affairs
Position Number: 464-100-5780-001 (PS XXXX)
Classification: Attorney IV
Working Title: Deputy General Counsel
Location: Sacramento Headquarters
Incumbent: TBD
Effective Date: TBD

Agency Statement: You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Agency's mission.

Job Summary: Under the general direction of the General Counsel (GC), the Attorney IV assists the GC in the formulation, administration, and implementation of the California Housing and Homelessness Agency (CHHA or Agency) policies and programs. The Deputy General Counsel (DGC) performs the most important and exceptionally complex and sensitive legal research and services, with broad discretion and independence. The DGC provides coordinated, cohesive legal recommendations to the General Counsel and CHHA departments to ensure consistency of policy, practice and vision across the CHHA portfolio.

% of Time	Essential Functions:
30%	Oversees the development and review of regulations, policies and procedures of CHHA and its departments in order to comply with all statutory requirements. Reviews draft documents developed by staff and departments, including rules and regulations, legislation, resolutions, and other legal papers; provides revisions as necessary; trains department staff on rulemaking processes and standards; and approves legality and form of regulatory writings in order to provide consistency and compliance with all applicable laws and policies.
30%	Under the general direction of the GC, the DGC consults with the legal counsels of CHHA departments on a wide array of high priority, complex, and/or sensitive legal matters involving significant litigation, program implementation, personnel matters, fiscal matters, communications and legislative issues requiring the assessment, analysis or interpretation of statutes, regulations, lower court and appellate court decisions, and administrative actions. The DGC monitors and advises on pending litigation that involves or may impact CHHA or its

departments, confers with the General Counsel on proposed legal strategies and legal policies, and provides direction to department legal counsel at the request of the General Counsel. The DGC will attend meetings with or on behalf of the General Counsel with the CHHA Secretary and other Agency Executive staff, department-level Executive staff and their legal counsel, the Governor's Office and other entities in the Administration, as well as with the Legislature.

25% Researches and develops legal recommendations on appropriate CHHA actions relative to the California Public Records Act, the Political Reform Act, the Administrative Procedure Act, the Bagley-Keene Open Meeting Act, the Government Code relating to the jurisdiction of CHHA and its Secretary, the implementation of Governor's Executive Orders, and other areas of California and federal public law.

10% Counsels staff and advises the Agency Secretary and Undersecretary with respect to Equal Employment Opportunity issues, violence in the workplace, and sexual harassment-related matters. Revises and maintains Agency's Conflict of Interest Code and Statement of Incompatible Activities and facilitates training to staff on ethics in order to meet requirements of statute.

% of Time Marginal Functions:

5% Acts for the General Counsel when delegated, as required. Performs other legal duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 10% overnight travel throughout the state may be required.

Supervision Received: Incumbent reports to and receives general direction from the General Counsel

Supervision Exercised: N/A

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Bilingual, specify language: None

License/Certification: The position requires active membership in the California State Bar.

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Agency's Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Personal Contacts: Confers regularly with department management (Governor Appointees and CEAs) and expected to work cooperatively and effectively with managers and staff to accomplish department objectives.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Agency's mission, policies and procedures, as well as federal and state laws. It is the employee's responsibility to ensure timely, complete, and accurate data is maintained in accordance with these policies, procedures, and laws. Failure to perform the duties listed above may result in a loss of funding to the Agency, loss of future funding, and repayment of funding as the result of an error.

Diversity, Equity, and Inclusion: All employees at CHHA are expected to uphold the values of diversity, equity, and inclusion (DEI), which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All CHHA employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Agency. Additionally, all CHHA employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Employee Name: _____

Date: _____

Employee Signature: _____

I confirm that this duty statement accurately describes the main duties of this position. I have discussed the duties and given a copy of this statement to the team member mentioned above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.