

POSITION DUTY STATEMENT

SLC 316 (03/24)

☒ CURRENT
☐ PROPOSED

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

All forms must be approved by Human Resources before employee or supervisor sign.

EMPLOYEE NAME:	SUPERVISOR NAME: Seth Blackmon
CLASSIFICATION TITLE: Attorney	WORKING TITLE: Attorney
POSITION NUMBER: 340-521-5778-003	DIVISION/UNIT: Legal
CBID: R02	OFFICE LOCATION: Sacramento
TENURE: ☒ Permanent ☐ Limited Term ☐ TAU ☐ Retired Annuitant ☐ CEA	TIMEBASE: ☒ Full Time ☐ Part Time ☐ Intermittent
CONFLICT OF INTEREST FILER: ☒ YES ☐ NO	DRIVING RECORD REQUIRED: ☐ YES ☒ NO
PROBATIONARY PERIOD: ☐ 6 Months ☒ 12 Months ☐ N/A	☐ APPOINTMENT DATE OR ☐ REVISION DATE:
HR ANALYST APPROVAL: ☒ YES	HR ANALYST SIGNATURE: _____ DATE: _____

POSITION DESCRIPTION:

Under the direction of the Chief Counsel, the Attorney performs progressively more difficult legal work, provides professional legal counsel and representation to the State Lands Commission (Commission), and coordinates with non-legal staff to produce legally sound approaches, negotiating strategies, and work products. This position will be focused on regulatory rulemaking and working in conjunction with our legislative liaison to update the Commission's authorities.

SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:

Supervised by the Chief Counsel, Legal. No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

The incumbent is responsible for legal work relating to a variety of legislative, regulatory, and policy level tasks. The incumbent will draft memoranda and correspondence reflecting legal conclusions on legal issues.

20% Analyze current regulations and statutes. Perform research using primary legal sources (e.g. constitutions, statutes, regulations, etc.), secondary legal sources (e.g. treatises, law review articles, etc.), and technical materials to develop and support legal opinions about existing Commission authorities.

20% In conjunction with subject matter experts from multiple divisions, recommend updates to Commission authorities, draft language of proposed amendments or updates using proper content, legal analysis, tone, organization, grammar, format, and terminology.

20% Maintain proficient knowledge of the regulatory rulemaking process under the Office of Administrative Law. Draft and compile rulemaking packages, maintain necessary records to support the rulemaking in conjunction with support staff. Ensure all deadlines are met.

15% Perform legal research and analysis and provide legal advice as necessary to meet the demands of dynamic workloads and statutory deadlines, provide general legal assistance of average difficulty related to state-owned lands, including litigation and administrative hearings, land and natural resource management; management and oversight of oil, gas, geothermal, and other mineral resources; trespass and enforcement; California Environmental Quality Act compliance; boundary and title determination and settlements, abandoned vessels, real property acquisitions, toxic or hazardous contamination and remediation; and compliance with California open government laws (e.g. Public Records Act, Bagley-Keene Open Meeting Act). Provide assistance to staff of the Office of the Attorney General and actively participate in litigation in which the Commission has an interest.

10% In conjunction with support staff, schedule and host in-person public comment meetings as required for rulemakings. Compile public comments from these meetings and those submitted in writing and compose responses.

5% In conjunction with the Chief Counsel, coordinate rulemaking work for support staff.

5% Attend and present information at meetings and public hearings. Interact with members of the Commission, the Commission's staff, staff of the Office of the Attorney General, representatives from other governmental agencies, and members of the public, in a courteous and professional manner.

MARGINAL JOB FUNCTIONS:

5% Other related work including but not limited to: assist in managing the files and library of the Legal Division. Assist in development and management of the commission's electronic record keeping systems. May on occasion lead legal interns.

WORKING CONDITIONS:

☒ Core business hours of <u>9:00 a.m</u> to <u>3:00 p.m.</u>	☒ Transport items weighing up to <u>25</u> pounds
☒ Sit ☒ bend ☒ stoop ☒ stand while working	☒ Appropriate business attire required
☒ Daily use of standard office equipment	☒ Occasional overnight travel
☒ Temperature controlled office with artificial light	☒ Occasional mandatory overtime
Drive as an essential function of the position: ☐ occasional ☐ frequent (1x or more per month on avg.)	

OTHER (list all other working conditions):

-An attorney is expected to normally average 40 hours of work per week including paid leave, however, work weeks of a longer duration may occasionally be necessary.
-On occasion, work will be required outside of regular business hours and require overnight or multi-night travel to off-site locations anywhere within or outside the state that may require the use of various transportation modes (airplane, taxi, car, boat, etc.)

DESIRABLE QUALIFICATIONS:

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

-Excellent communication skills and ability to work as part of a team that may include representatives and staff from non-legal sectors.
-The ability to develop and distill complex concepts and arguments.
-The ability to meet goals fully and in a timely fashion.
-The ability to travel anywhere within or outside the state as needed to attend meetings, hearings, or events.
-In addition to English, possess verbal and/or written fluency in any other languages.

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) *A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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