

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Attorney IV		WORKING TITLE Chief Counsel		
PROGRAM NAME Occupational Safety and Health Standards Board			UNIT NAME Legal	
ASSIGNED SPECIFIC LOCATION 2520 Venture Oaks Way, Sacramento CA 95833			POSITION NUMBER 400 – 850-5780-001	
BARGAINING UNIT R02	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

This position requires the Chief Counsel (Attorney IV) to function effectively in a demanding, fast-paced environment, serving as the primary legal advisor to the Executive Officer and the Occupational Safety and Health Standards Board (Board). Under general direction, the Chief Counsel independently performs the most complex, sensitive, and high-profile labor, employment, and administrative law services for the Board.

Under the general direction of the Executive Officer (EO), the Attorney IV functions as Chief Counsel to the Executive Officer and Board on all matters coming before the Board and performs the following duties including, but not limited to:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30%	Strategic Advisory and Executive Partnership Serves as a trusted, highly responsive strategic legal partner to the Executive Officer, Board Members, and executive leadership; provides timely, clear, and actionable oral and written counsel on sensitive operational and policy initiatives. Acts as the Board's chief compliance and ethics resource; proactively identifies, evaluates, and mitigates legal, regulatory, and conflict-of-interest risks to safeguard the integrity of the Board's actions. Performs highly complex legal research and applies advanced legal principles to unique factual scenarios, preparing definitive legal opinions, briefs, executive summaries, and risk analyses. Serves as the principal liaison on sensitive legal matters between the Board, the Attorney General's Office, other state/local agencies, and public stakeholders.
30%	Variance Program Adjudication and Administration Independently manages, administers, and oversees the Board's permanent variance program, ensuring legally robust, consistent, and transparent processes. Serves as the Variance Hearing Officer; handles complex pre-hearing motions, resolves procedural disputes, and ensures an impeccable administrative record. Evaluates uncommon or highly specialized variance applications, provides expert staff assistance, and advises panels of Standards Board Members on complex or

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	novel legal arguments. Prepares the panel's proposed decisions based strictly on the administrative record, ensuring compliance with statutory mandates and minimizing vulnerability to judicial review.
25%	Rulemaking Oversight and Special Investigations Conducts special legal investigations involved in the enforcement of state laws and departmental rules. Provides meticulous oversight of all proposed occupational safety and health standards and rulemaking files to ensure absolute compliance with the California Administrative Procedure Act (APA). Drafts complex, high-priority rulemaking proposals and regulatory language as assigned, ensuring clarity, authority, and consistency with broader statutory frameworks.
10%	Complex Litigation and Representation Formulates overarching legal strategies and tactics for handling the Board's most contentious or novel legal disputes. Independently prepares, manages, and litigates cases before boards, commissions, administrative law judges, and trial or appellate courts, frequently facing highly specialized opposing counsel.
Percentage of Time Spent	Marginal Job Functions
5%	Public Records and Legislative Monitoring Ensures rigorous, legally compliant responses to Public Records Act (PRA) requests. Monitors emerging state and federal legislation affecting the Board and prepares comprehensive bill analyses as assigned.

Conduct, Attendance, and Performance Expectations

The Chief Counsel is a critical leadership role demanding the highest standards of professional conduct. The incumbent is expected to maintain consistent, regular, and dependable attendance, demonstrating a high degree of responsiveness to the urgent needs of the EO and the Board. Cultivate and maintain trust-based, collaborative, and professional working relationships with Board Members, staff, and external stakeholders. Exhibit exceptional initiative, total accountability for work product, and an unwavering commitment to public service ethics, transparency, and objective legal analysis. Exercises impeccable moral character, sound judgment, and diplomatic tact under high-pressure scenarios.

Supervision Received

This position reports to the Executive Officer.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

This position is located in a temperature-controlled office environment with artificial lighting. The incumbent works extensively on a computer to conduct legal research; draft and review legal

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opinions, briefs, memoranda, proposed decisions, rulemaking documents, and other correspondence; and communicate with Board Members, management, staff, state agencies, and the public. The Attorney IV serves as Chief Counsel to the Occupational Safety and Health Standards Board and may be required to attend Board meetings, hearings, administrative proceedings, and court appearances. Occasional travel may be required.

This is a full-time position, generally Monday through Friday; however, the incumbent may be required to work additional hours, including evenings and weekends, to meet litigation, rulemaking, or other critical deadlines. After-hours availability may be required. Telework options may be available in accordance with departmental policy.

Special Requirements/Other Information

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Physical Abilities

They must have the ability to move and transport up to 20 pounds. The position requires prolonged work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

The incumbent is expected to establish and maintain cooperative working relationships with staff at all levels both within and outside the Board to complete work assignments. Requires proficiency with Microsoft Office Suite programs (i.e. Excel, Word, Outlook and PowerPoint), strong writing and editing skills, ability to present ideas, develop solutions and effectively communicate information verbally and in writing and the capacity to work independently and in a team environment.

The incumbent is expected to be highly responsive, providing real-time, solutions-oriented legal opinions on the effects of rules, regulations, proposed legislation, and court decisions. The Chief Counsel must demonstrate impeccable ethical judgment, develop proactive legal strategies and represent the Board in high-stakes litigation and administrative actions.

Personal Contacts

The incumbent has daily contact with other staff within the Board and frequent contact with other DIR divisions and units. May also have contact with groups and/or individuals from the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

MA

C&S Analyst Initials

7/20/2026

Approval Date