

☒ Current ☐ Proposed

Classification Title Attorney III	Division/Unit Legal Division
Working Title Labor Relations Counsel III	IT Domain (if applicable)
Position Number 363-400-5795-005	Effective Date
Name	Date Prepared December 26, 2025

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of an Assistant Chief Counsel (ACC), and under the general supervision of the Chief Counsel and Deputy Chief Counsel, the Attorney III is an advanced journey level attorney who has developed expertise in labor, employment, personnel, and administrative law. The Attorney III has demonstrated they can perform the legal work of greater complexity and sensitivity on an independent basis. The Attorney III provides representation in matters of greater difficulty, complexity, and sensitivity than do the lower level Attorneys.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
50%	(E)	Independently conduct hearings of matters including those of greater difficulty and complexity, and assist in hearings of the greatest complexity and difficulty in arbitration regarding collective bargaining agreement disputes, and in administrative forums such as, but not limited to unfair practice charges and representation issues before the Public Employment Relations Board, personnel actions before the State Personnel Board, and non-merit statutory appeals before CalHR's Statutory Appeals Unit.
20%	(E)	Research and analyze legal issues including those of greater difficulty and complexity, and communicate legal advice and opinions in both written and oral form to internal CalHR divisions and client departments in various areas of law, including but not limited to labor and employment law. The Attorney III will be assigned legal issues of greater complexity, difficulty, and of a more sensitive nature. The Attorney III will provide legal opinions to the Director, the California Government Operations Agency (GovOps), the Governor's Office, and other high ranking officials, and may prepare or assist in the preparation of Governor's Office Action Requests (GOARS).
15%	(E)	Assist in and conduct civil litigation in state and federal court, in such matters as petitions to compel arbitration, petitions to vacate arbitration decisions, petitions for writ of mandates regarding departmental decisions, laws, or rules, and court actions arising from litigation in administrative forums.
5%	(E)	Prepares legislative analyses; assist or respond to Public Records Act requests; draft and/or revise policies, proposed legislation, and proposed regulations.
5%	(E)	Prepare and conduct training.
5%	(M)	Perform other duties as required consistent with division needs.

Supervision Received

The Attorney III reports directly to and receives the majority of their assignments from the ACC; however, direction and assignments may also come from the Chief Counsel and the Deputy Chief Counsel. The Attorney III works with broad discretion and supervision as appropriate.

Supervision Exercised

The Attorney III may lead or supervise others, including teams of attorneys, on specific complex, sensitive cases.

Special Requirements / Desirable Qualifications

Active membership of the State Bar of California is required.

The Attorney III is expected to communicate effectively, have an ability to pay attention to details, and be flexible in changing work assignments and meeting timelines and deadlines with little to no notice.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Telework and/or hybrid work options may be available in accord with CalHR's and the Legal Division's telework policy and procedures.

Travel throughout the state, which may include going to correctional facilities, state hospitals, and other state facilities may be required, including overnight travel dependent on case needs. Travel may be required to attend meetings or training classes.

The Attorney III will be required to operate standard office equipment such as, but not limited to a personal computer (desktop or laptop), copier and scanning equipment, word processing software, document management software, video platforms, and billing software. The Attorney III may be required to care and/or move case materials such as files, documents, boxes, and books.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 RA Coordinator.)

*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.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date