



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive Office	Attorney, Assistant Chief Counsel	549-025-5871-906
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Legal Office	Assistant Chief Counsel	M02
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Legal Office	715 P Street, Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Chief Counsel, Department of Parks and Recreation
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Chief Counsel, the Assistant Chief Counsel serves as a senior legal manager responsible for planning, organizing, directing, and evaluating the work of attorneys and legal support staff within the Legal Division. The incumbent provides legal advice and counsel to executive leadership, managers, and program staff; oversees complex and sensitive legal matters affecting Department operations; manages assigned legal programs and workloads; and ensures the consistent delivery of high-quality legal services in support of the Department's mission to protect and preserve California's natural and cultural resources and provide recreational opportunities for the public. The Assistant Chief Counsel supports legal services for one of the largest and most diverse departments in state government, including statewide operations across approximately 280 park units, public safety and law enforcement programs, natural and cultural resource management, environmental compliance, land acquisition, public access, concessions, and recreation programs. The incumbent acts on behalf of the Chief Counsel as delegated and may serve as the Chief Counsel's designee during periods of absence.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Plans, organizes, directs, and evaluates the work of assigned attorneys and legal support staff. Establishes priorities, assigns and monitors workload, and ensures the timely and effective delivery of legal services. Provides legal and technical direction regarding litigation strategy, legal research, legal analysis, and written legal products. Reviews and approves legal opinions, memoranda, contracts, regulations, litigation documents, settlement agreements, correspondence, and other legal work products prepared by subordinate attorneys. Conducts performance evaluations; addresses employee relations and performance management issues; identifies training and professional development needs; and promotes a collaborative, customer-focused work environment. Ensures compliance with Department policies, state personnel laws, civil service requirements, and applicable collective bargaining agreements. Provides leadership in developing legal staff expertise in specialized practice areas, including employment and labor law, administrative law, environmental law, public contracting, public safety, law enforcement operations, land management, natural and cultural resource protection, and legislative affairs. Coordinates legal services across multiple practice areas and ensures consistent legal interpretation and application of laws, regulations, and Department policies throughout the Department.	

30%	Provides legal advice and counsel to Department executives, division chiefs, district superintendents, managers, and program staff regarding complex, sensitive, and high-profile legal issues affecting Department operations. Advises management on matters involving: • Employment and labor relations, including disciplinary actions, investigations, collective bargaining, leave administration, disability accommodation, workplace violence prevention, and personnel transactions. • Administrative law and regulatory compliance. • Public contracting, procurement, and grant administration. • Public records, privacy, and information management. • Real property transactions, land acquisition, easements, rights-of-way, and property management. • Concession agreements, operating agreements, cooperative partnerships, and public-private partnerships. • Environmental compliance, including matters involving the California Environmental Quality Act (CEQA), permitting requirements, endangered species protections, and natural and cultural resource management. • Public safety, law enforcement, peace officer personnel matters, lifeguard operations, boating safety programs, emergency response activities, and related liability issues. • Risk management, claims, litigation exposure, and tort liability. • Legislative and policy development affecting Department programs and operations. Provides legal oversight and guidance regarding litigation matters handled by the California Attorney General's Office and coordinates legal strategy with Department management, investigators, subject matter experts, and external counsel as appropriate. Reviews and analyzes proposed legislation, regulations, policies, and procedures affecting Department operations. Identifies legal risks and develops practical solutions that support operational objectives while ensuring legal compliance and protecting Department interests.
20%	Serves as a key member of the Legal Division and Executive management team and participates in the development of legal strategies, priorities, policies, and procedures affecting Department operations statewide. Consults with the Director, Chief Deputy Director, Deputy Directors, District Superintendents, and other executive leadership regarding significant legal matters, emerging legal issues, litigation risks, organizational initiatives, and strategic priorities. Provides recommendations regarding legal, operational, fiscal, reputational, and policy risks associated with Department programs, projects, and decisions. Advises executive leadership on high-profile public, environmental, legislative, and operational matters that may have significant statewide impact, public visibility, media interest, stakeholder involvement, or political sensitivity. Represents the Legal Division in executive meetings, interagency workgroups, statewide committees, stakeholder meetings, negotiations, and collaborative efforts involving other governmental entities, regulatory agencies, local governments, tribal governments, nonprofit organizations, concessionaires, partner organizations, and private stakeholders. Assists the Chief Counsel in establishing office priorities, allocating legal resources, evaluating service delivery models, and developing long-range plans to support Department goals and objectives. Acts on behalf of the Chief Counsel as assigned, including providing executive-level legal consultation, decision-making authority, and management oversight during the Chief Counsel's absence.
15%	Assists in the administration of the Legal Division, including workload management, staffing, budget planning, reporting, policy development, succession planning, workforce development, and process improvement initiatives. Develops and implements procedures to improve efficiency, consistency, accountability, and customer service within the legal office. Monitors legal developments, court decisions, legislation, and regulatory changes affecting Department programs and operations and ensures dissemination of relevant information to legal staff and Department leadership. Participates in recruitment, selection, onboarding, mentoring, and development of attorneys and legal support staff. Assists in establishing office performance measures and evaluating legal service delivery to ensure alignment with Department priorities. Coordinates legal support for major Department initiatives involving park operations, public safety programs, resource protection efforts, infrastructure projects, land acquisition activities, and statewide policy initiatives.

MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Typical office setting, some statewide travel may be required up to 15% of the time.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Active membership in The California State Bar is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN 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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE