

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Attorney IV	534-001-5780-002
DEPARTMENT	WORKING TITLE	CBID
California Natural Resources Agency	Attorney	R02
HEADQUARTERS	REPORTING LOCATION	EMPLOYEE
Sacramento, CA	700 Exposition Park Drive, Los Angeles, CA 90037	TBD
SUPERVISOR CLASSIFICATION		EFFECTIVE DATE
DEPUTY SECRETARY/GENERAL COUNSEL		TBD
POSITION DESCRIPTION		
Under general direction of the Deputy Secretary, the California Natural Resources Agency General Counsel, the Attorney IV independently performs sensitive and complex legal work for the Office of Exposition Park Management (OEPM), serving as the in-house counsel for all legal matters. The position performs with minimal supervision and exercises independent, sound judgment and tact when interacting with federal, state and local agencies, as well as other entities that occupy property within Exposition Park, which includes public and private museums, sports facilities, and a school. The Attorney IV will advise the General Manager and other staff within OEPM on a broad spectrum of legal issues, including those related to real estate, personnel, procurement of goods and services, tort claims, Public Records Act requests, and other difficult, sensitive and complex legal matters. The position will serve as the legal liaison with the Office of the Attorney General and any outside counsel to defend Exposition Park in litigation or otherwise advance the mission and operation of Exposition Park. Attorney IV will be familiar with state laws, regulations, policies, and procedures related to public contracting and procurement, personnel matters, conflicts of interest, public meetings, and other general matters that apply to state agencies. Additionally, the position should have a working knowledge of the organization and functions of California state government, including the responsibilities of various control agencies. Some current knowledge of public financing laws and processes is preferred.		
ESSENTIAL FUNCTIONS:		
The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. 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 with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
%	TASK/DUTIES	
40%	Conduct research and analysis and provide verbal and written legal guidance and strategy on complicated real estate matters and procurements for Exposition Park. Review, interpret, negotiate, draft, and amend OEPM's leases, non-disturbance agreements, easements and joint powers agreements, including the rights, restrictions, and control provisions governing Exposition Park operations and development activities. Advise OEPM with respect to its agreements with park partners, including, but not limited to, the California Science Center and its Foundation; the California African American Museum; the Los Angeles Memorial Coliseum and its Commission; the University of	

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	Southern California; the Los Angeles Football Club; the BMO Stadium; the Natural History Museum of LA County and its Foundation; the City of Los Angeles; the Los Angeles Unified School District's Alexander Science Center School; and the Lucas Museum of Narrative Art and its Foundation. Represent OEPM in meetings and draft and assist with high level correspondence with these entities and others. Advise and assist with drafting documents for large procurements of goods and services and assist OEPM staff to ensure compliance with state protocols and processes.
30%	Review, advise, and manage litigation with the Office of Attorney General related to complaints and claims against Exposition Park, which may include tort claims from visitors to the Park. Ensure that any tenders to park partners for claims are made timely. Serve as OEPM's liaison with any private outside counsel representing OEPM. Facilitate the exchange of necessary information between OEPM staff and legal counsel and recommend legal strategy to ensure effective resolution of legal actions.
10%	Advise on personnel matters, including hiring, discipline, Equal Employment Opportunity matters. Conduct legal review and research, assist with drafting any applicable documents, and communicate with any federal or state agencies, as required or needed.
10%	Review and respond to Public Records Act and Information Practices requests and subpoenas. Assist with review and analysis of pending legislation. Respond to issues concerning conflicts of interest, including assistance with OEPM's Conflict of Interest Code. Review and advise on Exposition Park Board of Directors' procedures and policy.
5%	Support Diversity, Equity, and Inclusion: Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other duties as assigned.
TYPICAL WORKING CONDITIONS	
Office Environment	
POSITION CATEGORY:	
This position is designated as Office-Centered .	
SPECIAL REQUIREMENTS:	
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)	SUPERVISOR SIGNATURE
	DATE



State of California – California Natural Resources Agency
California Natural Resources Agency
Human Resources

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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