

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs	POSITION NUMBER 065-400-5871-002			MCR / HCR 1
DIVISION / UNIT Enterprise Employment Law Unit	CLASSIFICATION TITLE Attorney, Assistant Chief Counsel			
	WORKING TITLE Assistant General Counsel			
	TIME BASE / TENURE FT/ Perm	CBID M02	WWG SE	COI Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.				
DIVISION OVERVIEW				
The Office of Legal Affairs (OLA) offers legal advice to CDCR leadership and staff to help ensure CDCR's operations are conducted effectively, and consistent with legal requirements. OLA attorneys anticipate legal issues and offer practical solutions, appropriately resolve legal disputes, and advocate to advancing CDCR's mission. Attorneys working for CDCR have the unique opportunity to encounter multiple areas of law, including healthcare, public contracting, accounting services, construction management, facilities planning, class action lawsuits, and provide consultation on policy development, regulatory work, court compliance, risk management, and employee discipline.				
GENERAL STATEMENT				
Under the direction of the Chief Deputy General Counsels (CDGC), the Assistant General Counsel (AGC) is responsible for supervising legal unit for OLA. The AGC serves as counsel for the Department by working closely with the CDGCs, General Counsel, and executive leadership of the multiple missions and programs of the Department. The AGC provides guidance on legal issues, policy reviews,				

regulatory changes, legislative proposals, and any other program needs of a legal nature. The AGC works in partnership with the Office of Attorney General (OAG), outside counsel, and various other stakeholders to ensure that litigation impacting the Department is resolved in a manner most beneficial to the Department.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
25%	Serve as a high-level advisor on the most significant legal matters effecting the Department. Consult with and advise the CDGCs, General Counsel, and Department executive staff on all manner of legal issues. Identify and develop strategies and tactics for the most complicated legal issues faced by the Department. Consult with and advise Department staff on the interpretation and analysis of statutes, court decisions, rules of court, regulations, and other rules significantly affecting their duties, functions, and responsibilities.
20%	Assist staff counsel for the Department, staff counsel for other state agencies, OAG, and outside contract counsel to determine the potential liability of pending litigation against the Department and its employees and how to resolve the litigation in the most appropriate manner.
10%	Assist the CDGCs and General Counsel on special assignments as directed.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE