

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31068	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Legal Services	
UNIT NAME Office of Legal Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Attorney III	POSITION NUMBER 306-061-5795-015	CBID R02
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP SE
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 a.m. - 5:00 p.m.	TENURE Permanent	
WORKING TITLE Attorney III	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of an Assistant Chief Counsel and subject to the Chief Counsel's administrative review the Attorney III, while exercising independent legal judgment, handles difficult and complex assignments on important and sensitive matters and provides advice and counsel to DGS staff and other state agency staff pertaining to state contracting, procurement, personnel, and other administrative matters. The Attorney III promotes and is accountable for customer satisfaction and quality legal services. The Attorney represents the department in administrative matters in accordance with applicable laws, rules, regulations, policies and procedures utilizing general office equipment and software applications, including Microsoft Office Suite, virtual meeting platforms, and legal research platforms, including WestLaw. The Attorney III may act in a lead capacity but does not supervise other attorneys.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Serves DGS programs by providing legal advice and support as needed, including legal review and recommendations on issues unique to the program, contracting, policies, Public Records Act requests, legislation and regulations to ensure legal consistency and to achieve department programmatic and policy goals.
35%	Analyzes and reviews contracts and contract solicitations by applying state law, regulations, policies

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PERCENTAGE	DESCRIPTION
	and other requirements to ensure legal compliance by the Department of General Services programs and other state agencies.
20%	Advises the department on claims and litigated matters by serving as the department's liaison in matters in which the Attorney General or outside counsel represents the department to ensure overall quality control of legal services.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other tasks commensurate with this classification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Daily and frequent use of computer and a variety of software applications.

Reliable and dependable attendance.

Ability to timely respond to clients' and customers' requests during business hours.

Ability to work well in a team-oriented environment in a standard office setting.

The position involves teleworking and is required to report to the office as needed.

DESIRABLE QUALIFICATIONS

The successful candidate must reside in California upon appointment.

Daily and frequent use of computer and a variety of software applications.

Reliable and dependable attendance.

Ability to timely respond to clients' and customers' requests during business hours.

Ability to work well in a team- oriented environment in a standard office setting.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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