

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Office of the General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5780 - 009	
DIVISION/UNIT Litigation Services	CLASS TITLE Attorney IV	
INCUMBENT NAME Vacant	WORKING TITLE Senior Counsel	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the direction of the Attorney Supervisor and general direction of the General Counsel, Deputy General Counsel, or Assistant General Counsel, the Senior Counsel is responsible for performing the more complex and sensitive legal services in connection with various CalSTRS activities with minimum supervision and broad discretion. The Senior Counsel does not supervise lower-level attorney staff but may act in a lead capacity over the work of other attorneys and staff. The incumbent is expected to litigate in the more complex areas of the Teachers' Retirement Law, represent CalSTRS in administrative hearings, general litigation and other legal proceedings, draft advisory opinions and other legal documents, and oversee the work of outside counsel.		
% 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.	
35%	ESSENTIAL FUNCTIONS Represent CalSTRS on the more complex administrative hearings, writ proceedings, and other legal proceedings with minimum supervision and broad discretion. Oversee and work in collaboration with outside counsel on transactional and litigation matters. Conduct legal research and analysis; draft legal documents including pleadings and discovery; provide case strategy and analysis; and evaluate potential recovery while mitigating risk. Act as lead to lower-level attorneys and staff, provide a high level of legal expertise, and review items prepared by lower-level attorneys and staff, as necessary. Present proposed decisions and other matters to the Teachers' Retirement Board and its committees, including constitutional officers and Governor appointees. May occasionally travel to hearing and trials at various locations throughout California, as necessary and depending on availability of remote appearances.	
30%	Provide expert legal advice and guidance with broad discretion and independence on the more complex and sensitive legal matters relating to the CalSTRS administrative remedy process and in connection with various CalSTRS-related matters. Conduct legal research and analysis on the more difficult legal issues and litigation; draft advisory opinions and other complex legal documents; perform document review; recommend case strategy; and provide legal analysis on a variety of matters that are considered more difficult and specialized.	
20%	Provide expert legal services and advice in support of various CalSTRS program areas regarding the more difficult, sensitive, and complex legal issues. Conduct expert legal analysis and provide legal opinions relating on a wide range of CalSTRS-related issues in connection with member benefits, employer audits, accounting, contracts, and various other issues as assigned. Research, analyze and apply the Teachers' Retirement Law and other laws to the more difficult and complex legal issues; perform legislative analysis; draft legal documents, opinions and memorandums; and recommend legal strategy. Consult with outside counsel, as necessary.	
10%	Attend the meetings of the Teachers' Retirement Board and its committees. Draft meeting minutes and summaries, prepare board materials, and present information and action items to the board and its committees, as needed. Assist the General Counsel, Deputy General Counsel, and Assistant General Counsel with board-related matters, as assigned.	
5%	MARGINAL FUNCTIONS Participate in organization-wide projects and meetings as assigned.	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds.
- Deal with individuals in a tactful, congenial, personable manner.
- Must maintain consistent and regular attendance.
- Adhere to CalSTRS policies and procedures.
- Support and model CalSTRS Core Values.

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel.
- Occasional travel including overnight to various locations for training, court appearances and/or meetings.
- Prolonged periods of standing or sitting.
- Work in a high-rise building, in an open space environment.
- Ability to use a computer and keyboard several hours a day.
- Read from computer screens several hours a day.
- Ability to move up to 10 pounds.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED