



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Attorney Supervisor
Legal Division

Under the general direction of a Principal Deputy Legislative Counsel II (PDLC II), the Principal Deputy Legislative Counsel I (PDLC I) is the first line supervising attorney assigned to a branch of the legal division of the Office of Legislative Counsel (OLC). The PDLC I supervises three to eight attorneys or other staff. The PDLC I assists the PDLC IIs with planning, organizing, directing, and coordinating the work the legal staff in their assigned branch; acts as backup for managing attorneys, as needed; and confers with peers and management on matters of policy and procedure.

Classification: Attorney Supervisor

Working Title: Principal Deputy Legislative Counsel I

Supervision Received: Reports directly to a Principal Deputy Legislative Counsel II

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. Attorneys are expected to work all hours as necessary to accomplish their assignments. Although attorneys will generally average a 40-hour work week, longer work hours may be required and attorneys may be required to be on standby during certain times of the year.

% of Time* **Duties Performed**

40% Assigns, reviews, and approves drafts of proposed legislation, opinions, and/or letters to ensure work products meet the needs of the requester; are technically and legally accurate; reflect the style and philosophy of the Legislative Counsel; and are timely. Participates in branch planning and strategy meetings with attorneys to determine the best and most accurate approach to legal issues within the branch.

35% Performs supervisory duties over a staff of attorneys, including, but not limited to, evaluating the performance of attorneys throughout the year; providing ongoing written and oral feedback; developing training plans, performance expectations, and guidelines; and assisting attorneys with meeting their professional development goals. Provides guidance to attorneys as needed or requested, and assists attorneys with the more difficult and complex aspects of their work. As needed, assists the PDLC II with the planning, organization, coordination, and direction of the resources within the branch.

- 15% Provides oral or written opinions for, or informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons on a variety of issues, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals.
- 5% Prepares difficult, complex, and sensitive elements of proposed legislation and provides assistance to attorneys preparing proposed legislation. Appears before legislative committees to provide legal advice on existing law or proposed legislation.
- 5% Performs other duties as required and in accordance with the scope and level of responsibility of an Attorney Supervisor, which include, but are not limited to, interviewing applicants for attorney positions in the OLC and reporting assessments of applicants to the PDLC IIs, Chief Deputy Legislative Counsels, and the Legislative Counsel; acting as backup to the PDLC II or other PDLC Is in their absence; and participating in agency-wide strategic planning and other efforts as requested or assigned.

*The percentage of time devoted to each task will vary depending on the attorney's assigned branch, time of year, and needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date