



Duty Statement

Classification: **Deputy General Counsel**

Position Number: **275-110-7500-007**

HCM#: **1968**

Branch/Section: **Legal Office**

Location: **Sacramento, CA**

Working Title: **Deputy General Counsel**

Effective Date: **July 1, 2026**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The Legal Office represents CalPERS in litigation and provides formal and informal legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, Board elections, health care, fiduciary matters, ethics, contracts, public records, labor and employment, open meetings, and investment related matters.

Under the general direction of the General Counsel, the Deputy General Counsel provides executive-level leadership and operational oversight for the Legal Office's Contracts, Administration, Investments, Contract Operations, and Information Security functions. The Deputy General Counsel performs complex and sensitive legal work, provides high-level legal advice to CalPERS executive leadership and the Board, supervises subordinate counsel, and assists in policy development, strategic planning, and the management of legal risks affecting CalPERS operations, assets, and data security.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS, and supervision of work. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 30% Onsite¹ and virtually, act as the operational manager of the Legal Office and assist the General Counsel in overseeing the Contracts, Administration, Investments, Contract Operations, and Information Security functions. Supervise the Associate General Counsel and Assistant Chief Counsel by coordinating, directing, and reviewing their work. Monitor Legal Office performance against established measures and recommend changes to those measures as appropriate. Coordinate development of the annual office budget and track expenditures against that budget. Provide policy and professional direction to Legal Office staff and outside counsel regarding the interpretation and application of laws in areas including pensions and trusts, statutory and

constitutional interpretation, contracts, open meeting and public records, and conflicts of interest. Provide direction to Legal Office staff and outside counsel in legal strategy and client service and directly monitor the most sensitive and complex matters within these functional areas.

- 30% Onsite and virtually, assist General Counsel in development and formulation of legal policy. Participate on CalPERS Senior and Executive Management team, providing advice and recommendations regarding enterprise-wide policies and objectives. Confer with public officials and attend meetings as CalPERS legal representative. Act for and represent the General Counsel in their absence.
- 20% Onsite and virtually, provide oral and written legal advice on complex and sensitive issues to CalPERS Board, executive and senior management staff. Provide advice and opinions on wide variety of matters including new points of law, interpretation of governing constitutional provision, and issues with far-reaching and sensitive implications. Participate in policy development and strategic planning.
- 20% Onsite and virtually, serve as counsel to CalPERS Board Committees, a liaison with external fiduciary counsel and other outside counsel. Develop training programs for the CalPERS Board and staff on various legal topics.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**