



Duty Statement

Classification: **Assistant Chief Counsel**

Position Number: **275-110-5871-003**

HCM#: **1135**

Branch/Section: **Legal Office / Litigation & Hearings**

Location: **Sacramento, CA**

Working Title: **Assistant Chief Counsel**

Effective Date: **August 12, 2026**

Collective Bargaining Identifier (CBID): **M02**

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 Associate General Counsel, the Assistant Chief Counsel is responsible for the management, oversight, and operational activities of the Litigation & Hearings Unit of the Legal Office. The incumbent performs the following duties:

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. 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.

40% Onsite¹ and virtually, supervises Attorneys and Senior Attorneys in the Litigation & Hearings Unit. Assigns, plans, organizes, directs, coordinates, reviews and monitors work of Attorneys and Senior Attorneys providing a broad range of legal services in the Litigation Unit. The Assistant Chief Counsel will assign and monitor administrative and court proceedings and other litigation matters to ensure that legal assistance and representation being provided to the System by the Attorneys and Senior Attorneys is accurate and timely in accordance with statutory requirements, established Legal Office timelines, and Service Level Agreement time frames. Supervises and reviews, as necessary, Attorneys' and Senior Attorneys' preparation of cases, including their identification and interviews of witnesses, evaluation of evidence, preparation of arguments, and litigation strategies and general preparations; supervises and

reviews, as necessary, Attorneys' and Senior Attorneys' pleadings and other documents in administrative and court proceedings; reviews and supervises Attorneys' and Senior Attorneys' preparation of agenda items for the Board of Administration to ensure quality and timely completion; and reviews and supervises Attorneys' and Senior Attorneys' preparation of arguments and materials for all Full Board Hearings.

- 40% Onsite and virtually, initiates and represents the system in the most difficult and complex administrative and court proceedings. Prepares the most complex and sensitive cases by identifying and interviewing witnesses; securing and evaluating evidence; preparing arguments; conducting law and motion practice, mediations, organizing case presentations, and conducting trials. Makes strategic decisions and substantive recommendations. Appears on behalf of CalPERS in the most complex and sensitive cases at administrative hearings and in court, and before other administrative bodies. Argues staff recommendations on administrative cases when heard on the record by the Board. Supervises litigation in coordination with the Attorney General's Office and outside counsel. Keeps clients informed of the status of all cases and confers with and advises clients on all substantive matters. Keeps the General Counsel, Deputy General Counsel and Associate General Counsel informed on the status of all significant cases. Provides oral and written legal advice to executives, senior team leaders, and team members. The Assistant Chief Counsel may be called upon to ensure compliance with all applicable state and federal laws.
- 15% Onsite and virtually, serves as a member of the Legal Office leadership team. Monitors timely completion of employee probation reports and annual appraisals; discusses with employees any performance problems and suggests improvements where necessary; maintains complete and accurate records when documentation is necessary for performance improvement; and correctly administers policies, and procedures established by CalHR, SPB, and CalPERS leadership. Responsible for employee engagement activities and continuous process improvement efforts.
- Presents matters of interest to CalPERS at National Association of Public Pension Attorneys, the California Association of Public Retirement Systems and other associations and state or public bodies where issues of concern to public pension funds and health plan administration are discussed. Provides training to the Board of Administration or its committees and to executive staff or senior leadership as assigned. Represents the Legal Office with various stakeholders and assists in other general matters as assigned by the General Counsel, Deputy General Counsel, or Associate General Counsel.
- 5% Onsite and virtually, attends continuing education/training classes as needed and keeps up with legal developments affecting CalPERS.

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:**