



ALRB
AGRICULTURAL LABOR
RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	Division
Attorney	General Counsel
Working Title	Branch/Office/Unit/Section
Assistant General Counsel	Litigation, Program and Policy Branch / Investigation and Litigation Section I
Position Number	Name and Effective Date
013-220-5778-XXX	

General Statement: Under direction of the Attorney Supervisor of the Investigation and Litigation Section I, within the Litigation, Program and Policy Branch, part of the General Counsel Division (Division) within the Agricultural Labor Relations Board (ALRB), the Attorney I will investigate alleged violations of the Agricultural Labor Relations Act (ALRA) and litigate complaints filed with the Board. The incumbent will represent the Division before the Board, in Superior Court, and with stakeholders and other governmental entities as needed. The incumbent is expected to work closely and collaboratively within and across ALRB to meet strategic and Division goals. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

60% (E) Investigations and Litigation

Investigate unfair labor practice charges alongside regional Analysts. Conduct interviews of agricultural workers, employer witnesses and others, identify and research potential legal issues, and request and review documentary evidence.

Draft investigative discovery plans, document requests, subpoenas, motions, interview questions, legal memoranda and other legal documents essential to investigating unfair labor practice charges under the ALRA.

Draft complaints, pleadings, motions, memoranda, settlement agreements, and other legal documents essential to prosecuting and obtaining remedies for unfair labor practices under the ALRA. Prepare a trial plan, together with Analysts, and under the supervision of the Attorney Supervisor and/or assigned case supervisor which includes review of evidence, legal strategy for meeting the burden of proof, and preparation of witnesses for trial when necessary.

Represent the Division in legal proceedings through all stages of the investigation and hearing process, including, but not limited to, attending pre-hearing conferences, status conferences, settlement conferences, preparing and responding to motions, petitions for reconsideration, discovery, and other legal correspondence, witness preparation, and conducting oral arguments.

Work closely with the assigned case supervisor on legal strategy to ensure alignment with Division objectives. Provide regular status updates on case developments to the Attorney Supervisor and/or assigned case supervisor.

10% (E) Compliance Proceedings

Conduct legal research and writing regarding make-whole methodology and other remedies. Guide preparation of make-whole specifications. Draft relevant legal filings, including motions, subpoenas, and settlement agreements, among other documents.

Represent the Attorney Supervisor in compliance matters before the Board and Superior Courts. Ensure compliance with remedies ordered by the Board or required in settlement agreements, including both monetary and non-monetary remedies.

10% (E) Representation Matters

Investigate representation petitions and related legal and factual issues as they arise, including, but not limited to, challenged ballots. Ensure the integrity of the election process and maintain confidentiality of protected information during time-sensitive and fast-paced proceedings.

15% (E) Outreach, Intake, Referrals and Community Engagement

Work closely with Division staff in drafting and reviewing materials in English and Spanish that support the ALRB mission and goals. Participate in ALRB events to support Division goals which includes, but is not limited to, community outreach events and notice readings. Represent the Division through presence at events and/or presentations about the ALRB to community-based organizations (CBOs), farmworkers, other stakeholders, and the public at large. Conduct intake interviews as needed when in the field, or as assigned by Attorney Supervisor in office. Make referrals to other state entities or CBOs as needed. Present training curricula and educational materials to other Division staff, state departments and to ALRB stakeholders.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Maintain knowledge of current labor law, with emphasis in areas relevant to the Division. Research and evaluate emerging and novel legal developments and practices and recommend improvements or enhancements to Division management.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

C. Supervision Received

The incumbent will receive assignments and directions from an Attorney Supervisor; however, assignments and directions may come from the Attorney, Assistant Chief Counsel and/or General Counsel, ALRB.

Attorney (013-220-5778-XXX)
General Counsel Division
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D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with various levels of staff at ALRB and members of the public, particularly farmworkers and CBOs that serve farmworkers. The incumbent will regularly engage with employers and employers' legal representatives during the investigation and litigation of ALRB matters. The incumbent will have occasional contact with staff at other state departments.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in failing to adequately evaluate or prosecute violations of the ALRA and failing to ensure farmworkers are afforded fair processes to elect representatives to bargain collectively with their employers.

H. Functional Requirements

The incumbent is a Work Week Group E/SE employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division.

The incumbent is expected to work indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. While outdoors, the incumbent may be exposed to climatic conditions including high temperatures, humidity, precipitation, and cold temperatures, as well as dust, pesticides, fertilizers. The incumbent will experience occasional to frequent sitting, standing, walking, and/or driving. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular

attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees and supervisors, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Incumbents in this classification will progress through ranges A and B based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Language Proficiency Testing – This position is designated as bilingual. The incumbent is required to pass a Spanish language fluency examination and maintain qualification to serve in a bilingual position and receive bilingual pay.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the ALRB with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

Attorney (013-220-5778-XXX)
General Counsel Division
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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

New 08/2026



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Attorney	General Counsel
Working Title	Branch/Office/Unit/Section
Assistant General Counsel	Litigation, Program and Policy Branch / Investigation and Litigation Section II
Position Number	Name and Effective Date
013-230-5778-XXX	

General Statement: Under direction of the Attorney Supervisor of the Investigation and Litigation Section II, within the Litigation, Program and Policy Branch, part of the General Counsel Division (Division) within the Agricultural Labor Relations Board (ALRB), the Attorney I will investigate alleged violations of the Agricultural Labor Relations Act (ALRA) and litigate complaints filed with the Board. The incumbent will represent the Division before the Board, in Superior Court, and with stakeholders and other governmental entities as needed. The incumbent is expected to work closely and collaboratively within and across ALRB to meet strategic and Division goals. Duties include, but are not limited to, the following:

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General Counsel Division
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Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

New 08/2026