

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Executive Branch – Legal	POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5780-014
UNIT NAME AND LOCATION Office of the General Counsel, Sacramento CA	CLASS TITLE Attorney IV
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-007-5780-014
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the immediate direction of the Assistant Chief Counsel, Attorney IV will act as the primary lead on a variety of the more difficult, complex, and sensitive legal work involving human resources, labor, employment, and tort matters. This position will work closely with Department management, including the highest-level staff in the Department's Administration Division, the Equal Opportunity Office, and all Branch Chiefs and Deputy Directors.	

PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Independently and with broad discretion, provide legal support and advice to the Director, Deputy Directors, and other CDFW Executive staff and senior managers on the more difficult, highly complex and sensitive personnel-related issues involving novel and quickly evolving theories of law related to, for example, employment, employee housing, discipline, reasonable accommodation, privacy, security, workers compensation, and torts. This counsel includes but is not limited to compliance with AB 5, California civil service laws and regulations; California Labor Code; Fair Employment and Housing Act, Federal Labor Standards Act and other pertinent employment and labor related requirements, inverse condemnation and torts law. Represent CDFW in administrative hearings. Act as CDFW contact for issues involving incompatible activities and conflicts of interest. Provide support to Law Enforcement Division (LED) on issues involving recruitment and discipline of peace officers; Peace Officers Bill of Rights Act; serve on LED/HRB discipline committee.
20%	Independently and with broad discretion provide legal defense on the more difficult, highly complex and sensitive employment and tort litigation including development of novel theories and legal strategy to be pursued in cases involving a high degree of specialization and precedential value. This includes but is not limited to counsel regarding discovery, record preparation, pre-litigation work and coordination with the Office of the Attorney General or other legal representatives.
10%	Independently and with broad discretion provide legal support and advice to the Equal Employment Office (EEO) on the more difficult, highly complex and sensitive cases involving novel and quickly evolving theories of law related to employment discrimination, bullying, retaliation and reasonable accommodation appeals. Coordinate with the EEO and other CDFW staff to respond to members of the public accommodation, accessibility, and civil rights requests and complaints. Assist in responding to outside agencies including, the California's Department of Fair Employment and Housing; Department of Labor; Department of Industrial Relations and Department of Veterans and the Federal Equal Employment Opportunity Commission; U.S. Department of Veteran's Affairs.

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10%	Provide department-wide training to all levels of CDFW staff on critical topics such as compliance with laws regarding privacy, employment, accounting/financial practices, contracting, safety, and all other topics that govern the operation of state agencies in general and CDFW specifically.	
5%	Respond to Public Records Act and third-party subpoenas involving personnel records maintained by CDFW.	
5%	Analyze legislation, draft regulations and get them approved pursuant to the Administrative Procedure Act, and research other provisions of the Government Code relating to the operation of state department's generally.	
5%	Work on executive-requested special projects related to all CDFW administrative functions; provide back-up legal support to the Business Service Branch.	
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Office of the General Counsel's goals and objectives. Special Personal Characteristics: Demonstrated ability to independently and effectively perform and complete work; set and meet priorities; work with technical experts; negotiate and handle difficult situations with thoughtfulness and tact. Interpersonal Skills: Excellent oral and written communication skills; sound judgment; exceptional organizational skills; strong attention to detail; ability to effectively handle deadlines; collegial and professional attitude. WORKING CONDITIONS: Maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected, when necessary, to complete assignments in a timely manner. Position may require the Incumbent to sit for long periods of time. Light lifting or reaching may be required, though reasonable accommodation may be provided upon request. This position will be located in Sacramento. Some overnight travel may be required (<5%).	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE