

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF LEGISLATIVE AFFAIRS
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-082-7500-xxx

JOB TITLE: Deputy Director of the Office of Legislative Affairs

CLASSIFICATION: Career Executive Assignment (CEA), Level A

CBID: M01

STATEMENT OF DUTIES: As a member of the Department of Justice's (DOJ; Department) Office of Legislative Affairs Executive Team, the Deputy Director (DD) will serve as a policy formulator and advisor to the Legislative Director (LD), Attorney General (AG), and other senior executive management on high impact legislation and fiscal operations. By ensuring DOJ's fiscal reporting is consistent and accurate through every step of the legislative process and supporting the attorneys and LD on complex legal matters regarding high impact legislation, the DD will help guarantee laws are enforceable and implementable, in furtherance of the AG's constitutional duties.

SUPERVISION RECEIVED: Reports directly to the Legislative Director (CEA, Level B) within OLA.

SUPERVISION EXERCISED: Directly supervises fiscal and administrative staff through a Supervisor I and indirectly supervises a team of Deputy Attorneys General.

TYPICAL PHYSICAL DEMANDS: May be required to use a computer terminal up to eight hours a day in order to prepare assignments.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be required.

ESSENTIAL FUNCTIONS:

30% Serves as a high-level advisor to the Legislative Director (LD), making recommendations on decisions and policies related to legislative matters and fiscal operations. Represents the LD, as needed and as assigned, in meetings with AG Directorate staff, legislative leadership, external stakeholders and partner organizations.

Completes some of the most complex, sensitive and confidential legislative matters, including legislation with significant departmental impact, unusually complex fiscal analyses, and urgent issues requiring immediate Executive-level and legal attention.

30% Fiscal Policy and Management Responsibilities:

Fiscal Policy Leadership: Formulates and implements legislative fiscal policy and reporting strategies that support the Department's mission. This includes ensuring that fiscal analyses are accurate, consistent, timely, and legally supportable throughout the legislative process so the Department and Attorney General can effectively implement and enforce existing law and new future mandates.

Management of Fiscal and Support Staff and Legislative Advocates:

Manages and supervises a multidisciplinary fiscal and administrative team through a subordinate supervisor, consisting of legislative fiscal policy staff and administrative personnel, including oversight of the Legislative Coordinator, Legislative Constituent Affairs Liaison, Mandated Reports Coordinator, and other support staff. This includes establishing clear priorities and performance expectations; assigning and monitoring workload; overseeing legislative tracking and fiscal analysis; ensuring compliance with statutory deadlines and reporting obligations; conducting performance evaluations; supporting professional development; and fostering a collaborative and accountable work environment.

Manages and indirectly supervises a team of Legislative Advocates (Deputy Attorneys General). This includes reviewing all analyses and recommendations, position letters, draft statements, talking points, and responses prepared for the AG prior to final review by the LD, ensuring legal and procedural accuracy, consistency with OLA policy, and alignment with departmental priorities. Assists the LD in managing and tracking assignments involving sensitive legal or policy issues.

Works closely with the LD to ensure alignment between legislative policy development, constituent services, fiscal reporting, and administrative operations.

30% Advocacy on High-Impact Legislation: Maintains subject matter expertise regarding assigned policy areas and all priority legislation with significant legal, fiscal, or operational impact on the Department including the annual claims bill. Analyzes complex legislative proposals; communicate policy and fiscal implications; research legal and procedural issues; develop amendments strategies; negotiate legislative language; and consult with executive staff, the Governor's Office, Legislature, stakeholders, and departmental programs regarding legislation and fiscal matters affecting DOJ operations.

Develops strategies to mitigate immediate and long-term fiscal impacts associated with pending or enacted legislation and will assist the LD and OLA attorneys in addressing complex legislative and implementation issues.

10% Presidential Federal Accountability-Related Work:

Assists in coordinating and responding to communication from the Legislature regarding DOJ's federal accountability litigation and related matters. This includes ensuring timely, legally sound, and policy-consistent responses to inquiries from legislators, legislative leadership, and the Governor's Office regarding past, current, and future litigation, federal actions, and related legislative impacts and responses.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date