



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Executive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Attorney                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 549-025-5778-009                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CBID                                          |
| Legal Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Staff Counsel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | R02                                           |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | INCUMBENT                                     |
| Legal Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sacramento, HQ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |
| STATE HOUSING: (Check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | IMMEDIATE SUPERVISOR                          |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Chief Counsel / Assistant Chief Counsel       |
| SENSITIVE POSITION DESIGNATION: (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| <p>Under direction of the Assistant Chief Counsel in the Department of Parks and Recreation's Legal Office in Sacramento. This position provides legal advice and assistance to Department Managers, Supervisors, and Staff on matters related to law enforcement and professional standards of law enforcement officers. This position will practice in the following areas of law: Constitutional, Penal Code, Government Code, Public Resources Code, Public Contract Code, Vehicle Code, Administrative, and Tort Liability. This position will represent the Department at State Personnel Hearings and other administrative hearings. Performs other duties as required. Some travel is required.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| ESSENTIAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>California Public Records Act Requests &amp; Subpoenas</b><br>Serves as main attorney for responding timely to requests received by the Department pursuant to the California Public Records Act ("CPRA") related to the Department's law enforcement matters including but not limited to requesting records, record review, redacting sensitive, confidential and other exempt information under the law, responding to the public, tracking status of said requests, and communicating with managerial staff, executive staff and control agencies to flag sensitive documents. Records include video and audio recordings for response to CPRA and subpoena requests. Advises, assists and responds to administrative and judicial subpoenas for personal appearance and documents. Assists the lead CPRA attorney with training to Department employees regarding compliance with the CPRA.                                                                                |                                               |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Law Enforcement and Emergency Services Division Representation &amp; Consultation</b><br>As assigned, responds to inquiries from Department Managers and Staff, develops strategies and tactics in disputes or litigation, researches legal issues, and provides legal analysis, advice and assistance, including training; review and drafting of agreements and other legal documents in the following areas (1) agreements with other agencies, including law enforcement agencies and contracts with various entities, (2) enforcement of penal statutes and regulations, development of law enforcement policies, constitutional matters including First Amendment and search and seizure, (3) Senate Bill 2 (2021) regarding certification of peace officers, Senate Bill 16 (2021) regarding citizen complaints, and Senate Bill 1421 (2018) regarding release of peace officer records, and Pitchess motions, and 4) guidance and expertise on Law Enforcement specific |                                               |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | personnel issues. Coordinates with the Attorney General's Office on litigation related to law enforcement matters or involving peace officers.                                                                                                                                                                                                                                           |             |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Park Operations Representation &amp; Consultation</b><br>Reviews and assists with drafting proposed legislation, regulations, and policy and advises Department Managers and Staff regarding various other matters related to Park Operations. This may include review and analysis and review of contracts.                                                                          |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Professional Standards</b><br>Acts as a member of the Professional Standards unit within the Department's Law Enforcement and Emergency Services Division. Assists in investigations review, advises on the Public Safety Officers Procedural Bill of Rights ("POBR"), and may provide advice on the development of progressive discipline and other personnel documents and matters. |             |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                                                                                                                                                       |             |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| Office setting with a Monday – Friday, 8:00 am to 5:00 pm work schedule.                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>TELEWORK DESIGNATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>This position is designated as: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| California State Bar License                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b> |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>SUPERVISOR SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                              | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EMPLOYEE SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                          |             |