

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Attorney, Assistant Chief Counsel	POSITION NUMBER 538-401-5871-002
WORKING TITLE Assistant Chief Counsel	DIVISION/UNIT Executive/Legal Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R02	CONFLICT OF INTEREST DESIGNATION 1

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☒ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☐ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department’s mission and vision.

GENERAL STATEMENT:

Under the general direction of the Chief Counsel, the Assistant Chief Counsel (ACC) assists in supervising staff in the Legal Office, performs administrative duties, and serves as a member of the Legal Office’s senior management team. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
35%	Plans, organizes, directs, and provides managerial review of the work performed by staff in the Legal Office and provides regular and timely written performance appraisals to staff. Recruits, hires, trains, develops, and provides leadership to staff. Provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including hiring, employee development, and management. Responsible for administrative tasks and issues affecting or arising out of the Legal Office, such as tasks and issues related to contracts, budgets, and personnel.

POSITION DUTY STATEMENT

30%	Provides advice and counsel to the Director, Chief Counsel, members of the Department's Executive Staff, and other department staff on a variety of legal matters. Interacts with the public and Departmental staff as necessary at meetings and presentations. Represents the Department in negotiations, litigation, legislative hearings, and meetings with State or outside agencies and organizations. Prepares or reviews legislative document, rulemaking documents, and other policy documents. Reviews case referrals to the Office of the Attorney General and other prosecuting agencies. Coordinates case management issues with the Office of the Attorney General and other prosecuting agencies.
20%	Oversees legal consistency and formulates legal policy pertaining to the implementation of applicable laws and regulations governing the Department and its divisions. Provides legal recommendations and other legal support concerning proposed legislation and regulations, complex litigation, and statewide program initiatives. Meets with the Director, Deputy Director and other managers on a regular basis to coordinate legal support.
10%	As a member of senior management for the Legal Office, advises the Chief Counsel on office organizational issues, legal issues and statewide policy issues. Assists and supports the Chief Counsel and the Director in Departmental legal policy formation and implementation, in cooperation with other entities within California State government. Works on special projects relating to statewide or Department-wide policy issues.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The ACC reports to and receives direction from the Chief Counsel.

SUPERVISION EXERCISED:

The ACC supervises attorneys and other staff in the Legal Office.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The ACC has daily contact with all levels of the Legal Office and Department personnel which includes the Director, Deputy Director, headquarters program managers and district management daily. The incumbent interacts with representatives from other State or government agencies, including control agencies,

(Attorney, Assistant Chief Counsel)

DUTY STATEMENT REVISION: (9/30/2026)

POSITION DUTY STATEMENT

environmental organizations, contractors, consultants, and the public. Most of the material covered in these interactions may be highly sensitive, controversial, and confidential.

ACTIONS AND CONSEQUENCES:

The actions of the ACC has a direct bearing on the success, integrity, and legality of the Department's Legal Office. Inadequate performance by the incumbent may delay work performed by others in the Department or compromise the mission and legal positions of the Department.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The incumbent shall possess the general qualifications of the position and perform their duties with integrity, dependability, accuracy, and the ability to work cooperatively with others. This position is eligible for telework in accordance with the Department of Conservation's Telework Policy and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work all hours necessary to accomplish their assignments and fulfill their responsibilities. This will normally average forty (40) hours of work per week including paid leave; however, work weeks of longer duration may occasionally be necessary. • Telework or work in proximity with other employees in a climate-controlled high-rise building. • Sit for long periods of time using a multi-line telephone, keyboard, video display terminal/computer monitor, and photocopiers/scanners. • Lift (up to 20 pounds), bend (neck and waist), stoop, squat, kneel, and twist (neck and waist) and perform repetitive hand motion. • Move and walk about the office, stand for long periods of time or retrieve or replace files and/or other materials and stand or sit during meetings.
OCCASIONALLY	• Travel via private or public transportation (automobile, airplane, etc.) inside California may be required. • Operation of state-owned vehicle may be required.

OTHER INFORMATION

The incumbent should possess a knowledge of legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provision of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provision of laws and Government Code sections administered or enforced.

The incumbent should possess the ability to research, analyzes, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of act, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.

POSITION DUTY STATEMENT

The ACC shall maintain an active membership in The State Bar of California.

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 your supervisor).

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

Supervisor Printed Name	Supervisor Signature	Date
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