



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
Beverage Container Recycling Program Section

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-286	Classification Title: Attorney IV	Position Number: 835-211-5780-980
Incumbent Name:	Working Title: Attorney IV	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Legal Affairs Office	Section/Unit: Beverage Container Recycling Program Section	Reporting Location: 1001 I Street, Sacramento, 95814
Supervisor's Name: Kristine Beckley	Supervisor's Classification: Assistant Chief Counsel	CBID: R02
Confidential Designation: ☒ YES ☐ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☐ None ☒ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Incumbent:
Classification: Attorney IV
Position Number: 835-211-5780-980

Position Description:

Under the general direction of the Assistant Chief Counsel and the Chief Counsel, the incumbent will perform the following work: The most complex legal research, writing, and analysis supporting administrative litigation and other legal actions; and tactful and professional written and verbal communication with other attorneys, managers, program staff, and stakeholders. The incumbent must be able to function in a team environment and be able to take direction from supervisors and leads. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

- 30% Research and analyze the most complex issues with regard to state and federal case law, bills, statutes, regulations and procedures associated with the Department's programs, especially the Beverage Container Recycling and Litter Reduction Act (Act) and Title 14 of the California Code of Regulations, §§ 2000-2997. Analyze the most complex and difficult legal issues, prepare memoranda and briefs, and advise Department personnel.
- 30% Review, analyze and draft regulations and legislative proposals relating to the Act and Regulations. Advise Department personnel and executives regarding legal issues that arise in rulemaking and legislative proposals. Participate in all aspects of the rulemaking process, including public hearings, and drafting, reviewing and revising rulemaking documents, including, but not limited to proposed rules, the Initial and Final Statements of Reasons, Economic Impact Statements, and public comments.
- 30% Prepare cases, advise and represent the Department in the most difficult administrative actions including hearings, application reviews, and settlement negotiations. Provide litigation support to the Attorney General's Office for civil and criminal proceedings.

Marginal Functions (Including a percentage of the time):

- 5% Analyze bills and legislative proposals and assist in the review and approval of Department rulemaking files.
- 5% Perform general administrative functions incidental to the essential functions of the position and the Legal Office.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state. In-office time must be consistent with CalEPA telework policy.



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Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings
(background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

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.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date