



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
Human Resources Section

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-078	Classification Title: Attorney IV	Position Number: 835-219-5780-702
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: Debris Removal and Solid Waste Section/Solid Waste Unit	Reporting Location: 1001 I Street, Sacramento 95814
Supervisor's Name: Ben Grimes	Supervisor's Classification: Attorney Supervisor	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: 835-219-5780-702

Position Description:

Under the general direction of the Attorney Supervisor, the Attorney IV performs various duties within the CalRecycle Legal Affairs Office.

Essential Functions (including percentage of time):

- 40% Provides legal services, including legal research, analysis and recommendations related to the implementation of programs mandated by the California Integrated Waste Management Act of 1989 (as amended). Provides legal services, including legal research, analysis, and recommendations related to the most complex and sensitive issues, involving novel theories, rapidly evolving areas of law, and issues likely to have high precedential value.
- 15% Prepares cases and advises and represents the Department in administrative actions arising from the Department's role in enforcing solid waste law, including administrative enforcement of Departmental regulatory requirements and imposition of civil administrative penalties. Represents the Department on the most critical cases and those likely to have high precedential value. May serve as lead over a junior attorney in complex or large actions.
- 15% Assists in drafting regulations and guidelines for Department programs. Ensures performance of all legal responsibilities regarding the development and adoption of regulations, including requirements of the Administrative Procedures Act and procedures of the Office of Administrative Law.
- 10% Together with the Attorney General, represents the Department in litigation brought on behalf of or against the Department. Recommends and advises Director regarding positions to be taken by the Department in litigation. Develops and proposes strategy and tactics. May represent the Department under direction of the Chief Counsel in negotiations.
- 10% Provides legal services, including legal research, analysis and recommendations, related to the California Public Records Act. Reviews and analyzes potentially responsive public records, identifies and applies Public Records Act exemptions, and redacts private, personal, or privileged information from responsive documents. Prepares memoranda, documentation, and letters regarding document production and exceptions under the Public Records Act. Advises on the most complex and nuanced issues related to the California Public Records Act.
- 5% May represent the Department in presentations to and negotiations with government officials, interest groups, lobbyists, and citizens to describe and advocate the Department's roles under the Act.

Marginal Functions (Including a percentage of the time):

- 5% Provides direct assistance, recommendations, and advice to the Chief Counsel, the Director, and Deputy and Assistant Directors on pertinent legal issues as requested. Travel may be required locally and within the state.

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.



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Incumbent:

Classification: Attorney IV

Position Number: 835-219-5780-702

Typical Working Conditions:

The incumbent works on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

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:



Incumbent:
Classification: Attorney IV
Position Number: 835-219-5780-702

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