

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION: Attorney I	WORKING TITLE: <i>Attorney</i>
NAME OF INCUMBENT:	POSITION NUMBER: 280-303-5778-005
SECTION/UNIT: <i>Click here to enter text.</i>	SUPERVISOR'S NAME: Dana Hadl
DIVISION: Legal Office	SUPERVISOR'S CLASSIFICATION: Assistant Chief Counsel
BRANCH: Directorate	REVISION DATE: 7/9/2025

Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| ☒ Conflict of Interest Filing (Form 700) Required | ☐ Call Center/Counter Environment |
| ☐ May be Required to Work in Multiple Locations | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☒ Travel May be Required | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*):

This is a full-time position. Attorneys are expected to work all hours as necessary to accomplish their assignments, and although they will generally average a 40-hour week, longer work hours may occasionally be required. There is some flexibility as to the specific work schedule, which will be determined after hire in consultation with the Assistant Chief Counsels and/or General Counsel.

Pre-pandemic, this position required occasional in-state travel, either locally, or for one to two-night stays at other locations within California, based on assignments, and as determined according to the needs of the Department. While hearings remain remote, regular travel is not expected, but occasional may be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions):

This position offers a broad range of rewarding work for candidates that seek meaningful use of their legal experience. The Employment Development Department (EDD)'s Legal Office supports EDD's mission of strengthening the economic vitality of Californians and their communities.

Under direction of the Assistant Chief Counsel and guidance of the General Counsel and other Assistant Chief Counsel, the Attorney represents the Employment Development Department (EDD) in a variety of subject matter areas, and performs a variety of assignments, involving legal research, analysis, and writing, oral advocacy and negotiations, rulemaking and other policy recommendations, based on the operational needs of the EDD and the Legal Office. Attorney assignments are of the least difficult work in the Attorney classification series; however the incumbent is expected to develop strong lawyering skills and increase their level of expertise in one or more subject matter areas, while demonstrating the ability to work with EDD leadership and staff, colleagues, other state entities, and external stakeholders. More specifically, the Attorney provides legal advice and opinions to EDD staff at all levels on all legal matters; represents the EDD

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at administrative hearings, including negotiations; and provides support of litigation handled by the Attorney General. The Attorney also handles legislative bill analysis, regulation drafting and review, contracts and data sharing agreements drafting and review, and Public Records Act requests. As the incumbent progresses through the ranges, they are assigned progressively more difficult legal work.

Essential functions of this position are to perform competently as an attorney in the specific job duties identified below; to prioritize and accomplish assigned legal work sometimes under short tight timelines; to communicate effectively both orally and in writing, as required for the specific job duties, including by producing high quality legal opinions and other written work product; to communicate in a professional, respectful, and productive manner; and to demonstrate good judgment and act with high ethical standards.

Percentage of Duties	Essential Functions
45%	Conducts legal and fact research and provides legal analysis, advice and formal opinions to the EDD as a member of a practice area team in support of the Director's Office, Equal Employment Office, Language Access Office, and/or the following Branches: Administration (involving personnel matters, procurement, etc.), Disability Insurance (involving the administration of the Disability Insurance and Paid Family Leave benefit programs), Information Technology, Legislative, Public Affairs, Policy, Accountability and Compliance (involving audits and investigations), Tax (involving the misclassification of workers and collection of taxes), Unemployment Insurance (involving the administration of the Unemployment Insurance benefit programs, including federal pandemic programs), and Workforce Services (providing training and other related services related to hiring). Interprets state, and if applicable, federal, statutes and regulations relevant to the subject matter and provides advice on how such statutes and regulations affect operations, policy, and if applicable, federal conformity. Assists program staff with review of proposed actions and procedures for legal and policy implications.
40%	Represents the EDD in one or more of the following practice areas, as assigned and based on the operational needs of the EDD and Legal Office: (1) Represents the EDD in drafting, reviewing, and commensurate with experience negotiating, contracts, requests for proposals, and/or data sharing agreements. Confers with EDD staff and others to prepare new contracts and/or amendments to contracts with outside vendors for goods or services and/or data sharing agreements. Uses statutory, regulatory and other authority to determine the appropriateness of contract terms, processes, and methods for contracting with both public and private entities. Advises staff on contracting procedures and parameters; and/or (2) Represents the EDD in the rulemaking and legislative processes. Drafts, reviews, and submits proposed regulations to the Office of Administrative Law, in compliance with California's Administrative Procedure Act, and supports Branch management and staff through the regulations process. Develops proposed legislation, drafts legal opinions and analyses of legislation for all programs which the EDD administers or in which the EDD participates or has an interest; and/or (3) Represents the EDD in administrative proceedings before the California Unemployment Insurance Appeals Board; the State Personnel Board; the California Department of Human Resources, the Public Employees Retirement Board, California Department of Fair

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10%	Employment and Housing, and the Equal Employment Opportunity Commission, through fact investigation, legal research, and oral and written advocacy; and/or (4) Represents the EDD by independently reviewing records responsive Public Records Act requests and determines whether information requested may be legally released. Redacts responsive records in compliance with state and federal laws. Learns new substantive law and procedures. Receives training in various areas, and often works as a team with a more experienced attorney. As assigned and generally as second chair to a more experienced attorney, participates in responding to pre-litigation demands, government tort claims, restitution or forfeiture actions, and supports the Attorney General's Office, serving as a liason between the EDD and the Attorney's General Office in court cases involving the EDD in state and federal civil litigation.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply)

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:

Type of environment:
☒ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:
Interaction with customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:
5. SUPERVISION

Supervision Exercised:

6. SIGNATURES**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

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Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

☐ Exceptional allocation, 625 on file.

HV

6/8/2023

Reasonable Accommodation Unit use ONLY (*completed after appointment, if needed*)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file