

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30046	DGS DIVISION / OFFICE or CLIENT AGENCY California Law Revision Commission	
UNIT NAME Committee on Revision of the Penal Code	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 925 L Street Ste. 275 Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Attorney III	POSITION NUMBER 434-100-5795-003	CBID R02
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 8am - 5pm	TENURE Permanent	
WORKING TITLE Attorney III - Criminal Law	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The Mission of the California Law Revision Commission is to study legal problems, as assigned by the Legislature, and recommend statutory reforms to address them.

The Committee on Revision of the Penal Code is organized as part of the Law Revision Commission, but it is a separate deliberative body with its own membership and duties. It exists to study the law governing criminal sentencing, incarceration, and criminal procedure and make recommendations for statutory reform to the Legislature and Governor.

POSITION CONCEPT

Under direction of the Attorney Supervisor, the Attorney III (Criminal Law Team) is primarily responsible for leading the Committee's legislative program; performing background research and analysis of the law and policies relevant to the new Committee's studies; independently performing the more complex work and assignments related to a broad range of staff legal work, and in compliance with state and federal laws, rules and regulations, and other legal authorities.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Assists with proposed legislation, reviewing bill draft from Legislative Counsel, preparing fact sheets and other background information for bill's author by explaining Committee's recommendation, and analyzing opposition, drafting bill amendments, and testifying at legislative hearings to provide background information utilizing Westlaw, Internet resources, interviews with knowledgeable parties, Memo writing, and MS Office, in order to draft, and publicly present memorandum apprising Committee of important developments regarding the bill, and to ensure copies of Committee's recommendations are provided to relevant legislative committee members and the Governor.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
30%	Performs in-depth research of the more complex legal studies assigned (including empirical data, academic studies, and judicial, statutory, and administrative authorities) by conducting initial background research, framing legal issues, policy issues, and governing laws when a study commences utilizing Westlaw, Internet resources, interviews with knowledgeable parties, and Microsoft (MS) Office, in order to determine major legal and policy issues to be addressed by Committee, and to ensure legal and policy issues presented are identified, analyzed, and evaluated to address in study proceedings.
15%	Prepares staff memorandums and reports, presenting research and analysis results to Committee by drafting findings, tentative and or final recommendations, and legislation for Committee's consideration utilizing Westlaw, Internet resources, interviews with knowledgeable parties, Memo writing and MS Office, in order to improve policy writing for laws and public distribution, and to ensure effective recommendation related to statutory annotations.
5%	Communicates with scholars, subject matter experts, government officials, private stakeholders, and other interested persons regarding the more complex and sensitive Committee studies by organizing and conducting various forms of collaborative interaction utilizing phone, email, in-person, and or formal writing, in order to be transparent with the studies to be presented, and to ensure overall mission of the Committee is communicated, executed, and delivered.
5%	Attends public Committee meetings to present materials related to the more complex, sensitive, and difficult assigned studies by leading discussion of the materials, answering questions from participants, and recording decisions regarding presented material utilizing Westlaw, Internet resources, and MS Office, in order to prepare meeting minutes for the Commission, and to ensure public involvement and transparency with the public.
5%	Manages the more complex Committee studies as assigned, peer reviewing and proofreading other attorneys' work product, coordinating and organizing work by anticipating character and duration required to achieve completion utilizing Westlaw, Internet resources, MS Office, public meeting schedules, and Legislature's calendar, in order to provide thorough assessment, communication and transparency, and to ensure management is apprised of progress, and or complications which could affect review and proofreading efforts, and study progress and scheduling.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other related duties as assigned by representing the Committee at public events, legislative "meet and greets," etc. utilizing Internet resources, calendars, and various forms of communication, in order to stay abreast of current events related to the Committee's objective, and to ensure adherence to state, and federal laws, rules and regulations, and other legal authorities.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 15 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is eligible for telework in accordance with CLRC's Telework Policy and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require up to 15% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

DESIRABLE QUALIFICATIONS

Experience with the California legislative process.

Statutory interpretation and drafting experience.

Experience writing reports for a non-legal audience.

Experience analyzing and interpreting policy issues using empirical studies, other jurisdictions' laws, legislative history, and scholarly writings.

Experience working cooperatively with commissions, control agencies to meet organizational needs.

Demonstrated experience providing superior customer service.

Knowledge and experience in project management.

Dynamic leadership skills focused on initiating and executing process improvements, coaching, and organizational change skills.

Ability to anticipate and identify sensitive issues which may impact internal/external stakeholders.

Ability to lead, motivate, and develop staff in an inclusive and equitable team environment.

Ability to write clearly, accurately, and concisely, communicate verbally, and listen effectively with a variety of audiences.

Ability to work under pressure, handle multiple tasks, and adapt to changing priorities.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------

C & P APPROVED BY	DATE SIGNED
-------------------	-------------