DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
ENVIRONMENTAL JUSTICE AND PROTECTION SECTION
DUTY STATEMENT

NAME: Vacant
CLASSIFICATION: Deputy Attorney General IV

STATEMENT OF DUTIES: The Environmental Justice and Protection Section (Section) handles a broad range of significant environmental matters on behalf of the Attorney General (AG) and the State of California. The Deputy Attorney General IV (DAG IV) working in the Section uses state and federal laws to address existing and future pollution, mitigate the dangers posed by climate change, pursue equitable distribution of environmental benefits and burdens in communities, provide information on exposures to toxic chemicals, and reduce health impacts from environmental and other exposures. The DAG IV utilizes the AG's broad statutory and common law enforcement authority to participate in local, state, and federal agency decision making, and to litigate the more complex environmental matters through all phases of state and federal courts, representing the AG in his independent capacity. Duties include but are not limited to: conducting the more difficult environmental investigations on behalf of the AG; close coordination with District Attorneys' Offices, including joint prosecutions of both civil and criminal environmental cases; and providing legal advice on an ongoing basis to the AG and, as needed, to California state agencies. May act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor (SDAG) and/or the Senior Assistant Attorney General (SAAG).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Responsible for handling the more difficult, complex, and sensitive litigation in the section, including the preparation (analysis, research, and writing) of complex legal documents (such as briefs, memoranda, settlement documents, discovery) in the more difficult environmental case assignments in both state and federal courts. Handles all phases of litigation, including both trial and appellate courts and administrative tribunals, involving the more difficult and sensitive matters. This includes, but is not limited to, research, analysis, legal document preparation, all forms of discovery, oral argument, witness and expert preparation, and settlement negotiation. Participates in local, state, and federal agency decision making processes.

30% Responsible for case planning and the development of case strategy. Consults with clients and supervisors on case developments. Works with litigation support to develop document databases needed to support litigation. Advises and coordinates with clients on evidence preparation and preservation and on other litigation support tasks to be completed by clients. Responds to office management regarding status and direction of assigned cases.

10% Advises the AG, client agencies, and various other legal jurisdictions, public officials and representatives of public agencies on the more complex legal issues and problems arising in the environmental and resources area of law. Provides clients with well-considered and well-supported formal and informal legal advice, orally and in writing. Conducts investigations into potential violations of environmental law.

10% Handles special projects or non-litigation legal projects as assigned by the SDAG or the SAAG. May be called upon to provide research, analysis and advice to policy makers on complex and sensitive environmental matters. Drafts and analyzes the more difficult legislative measures and regulations, appears before legislative committees and other public forum, and meets with policy makers, other prosecutors, or other members of the public. Works with the Office of the Solicitor General on appellate matters.

5% Performs necessary administrative and case management tasks, including calendaring, required training, and section meetings. Ensures that timekeeping is accurate and submitted timely in Workday, and that case information, including correspondence, pleadings, and significant case events are updated and maintained in the office's case management system. May respond to Public Records Act requests.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name Date	Printed Name Date
Deputy Attorney General	Deputy Attorney General Supervisor

DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
ENVIRONMENTAL JUSTICE AND PROTECTION SECTION
DUTY STATEMENT

NAME: Vacant
CLASSIFICATION: Deputy Attorney General III

STATEMENT OF DUTIES: The Environmental Justice and Protection Section (Section) handles a broad range of significant environmental matters on behalf of the Attorney General (AG) and the State of California. The Deputy Attorney General III (DAG III) working in the Section uses state and federal laws to address existing and future pollution, mitigate the dangers posed by climate change, pursue equitable distribution of environmental benefits and burdens in communities, provide information on exposures to toxic chemicals, and reduce health impacts from environmental and other exposures. The DAG III utilizes the AG's broad statutory and common law enforcement authority to participate in local, state, and federal agency decision making, and to litigate complex environmental matters through all phases of state and federal courts, representing the AG in his independent capacity. Duties include but are not limited to: conducting the complex environmental investigations on behalf of the AG; close coordination with District Attorneys' Offices, including joint prosecutions of both civil and criminal environmental cases; and providing legal advice on an ongoing basis to the AG and, as needed, to California state agencies. May act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor (SDAG) and/or the Senior Assistant Attorney General (SAAG).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Responsible for handling complex and sensitive litigation in the section, including the preparation (analysis, research, and writing) of complex legal documents (such as briefs, memoranda, settlement documents, discovery) in environmental case assignments in both state and federal courts. Handles all phases of litigation, including both trial and appellate courts and administrative tribunals, involving complex and sensitive matters. This includes, but is not limited to, research, analysis, legal document preparation, all forms of discovery, oral argument, witness and expert preparation, and settlement negotiation. Participates in local, state, and federal agency decision making processes.

30% Responsible for case planning and the development of case strategy. Consults with clients

and supervisors on case developments. Works with litigation support to develop document databases needed to support litigation. Advises and coordinates with clients on evidence preparation and preservation and on other litigation support tasks to be completed by clients. Responds to office management regarding status and direction of assigned cases.

10% Advises the AG, client agencies, and various other legal jurisdictions, public officials and representatives of public agencies on legal issues and problems arising in the environmental and resources area of law. Provides clients with well-considered and well-supported formal and informal legal advice, orally and in writing. Conducts investigations into potential violations of environmental law.

10% Handles special projects or non-litigation legal projects as assigned by the SDAG or the SAAG. May be called upon to provide research, analysis and advice to policy makers on complex and sensitive environmental matters. Drafts and analyzes legislative measures and regulations, appears before legislative committees and other public forum, and meets with policy makers, other prosecutors, or other members of the public. Works with the Office of the Solicitor General on appellate matters.

5% Performs necessary administrative and case management tasks, including calendaring, required training, and section meetings. Ensures that timekeeping is accurate and submitted timely in Workday, and that case information, including correspondence, pleadings, and significant case events are updated and maintained in the office's case management system. May respond to Public Records Act requests.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

_____	_____
Printed Name Date	Printed Name Date
Deputy Attorney General	Deputy Attorney General Supervisor

DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
ENVIRONMENTAL JUSTICE AND PROTECTION SECTION
DUTY STATEMENT

NAME: Vacant
CLASSIFICATION: Deputy Attorney General V

STATEMENT OF DUTIES: The Environmental Justice and Protection Section (Section) handles a broad range of significant environmental matters on behalf of the Attorney General (AG) and the State of California. The Deputy Attorney General V (DAG V) working in the Section uses state and federal laws to address existing and future pollution, mitigate the dangers posed by climate change, pursue equitable distribution of environmental benefits and burdens in communities, provide information on exposures to toxic chemicals, and reduce health impacts from environmental and other exposures. The DAG V utilizes the AG's broad statutory and common law enforcement authority to participate in local, state, and federal agency decision making, and to litigate the most complex environmental matters through all phases of state and federal courts, representing the AG in his independent capacity. Duties include but are not limited to: conducting the most difficult environmental investigations on behalf of the AG; close coordination with District Attorneys' Offices, including joint prosecutions of both civil and criminal environmental cases; and providing expert legal advice on an ongoing basis to the AG and, as needed, to California state agencies. May act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor (SDAG) and/or the Senior Assistant Attorney General (SAAG).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Responsible for handling the most difficult, complex, and sensitive litigation in the section, including the preparation (analysis, research, and writing) of complex legal documents (such as briefs, memoranda, settlement documents, discovery) in the most difficult environmental case assignments in both state and federal courts. Handles all phases of litigation, including both trial and appellate courts and administrative tribunals, involving the most difficult and sensitive matters. This includes, but is not limited to, research, analysis, legal document preparation, all forms of discovery, oral argument, witness and expert preparation, and settlement negotiation. Participates in local, state, and federal agency decision making processes.

30% Responsible for case planning and the development of case strategy. Consults with clients and supervisors on case developments. Works with litigation support to develop document databases needed to support litigation. Advises and coordinates with clients on evidence preparation and preservation and on other litigation support tasks to be completed by clients. Responds to office management regarding status and direction of assigned cases.

10% Advises the AG, client agencies, and various other legal jurisdictions, public officials and representatives of public agencies on the most complex legal issues and problems arising in the environmental and resources area of law. Provides clients with well-considered and well-supported formal and informal legal advice, orally and in writing. Conducts investigations into potential violations of environmental law.

10% Handles special projects or non-litigation legal projects as assigned by the SDAG or the SAAG. May be called upon to provide research, analysis and advice to policy makers on complex and sensitive environmental matters. Drafts and analyzes the most difficult legislative measures and regulations, appears before legislative committees and other public forum, and meets with policy makers, other prosecutors, or other members of the public. Works with the Office of the Solicitor General on appellate matters.

5% Performs necessary administrative and case management tasks, including calendaring, required training, and section meetings. Ensures that timekeeping is accurate and submitted timely in Workday, and that case information, including correspondence, pleadings, and significant case events are updated and maintained in the office's case management system. May respond to Public Records Act requests.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or most of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or most of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name Date	Printed Name Date
Deputy Attorney General	Deputy Attorney General Supervisor