☒ Current
☒ Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Attorney III	Working Title Counsel to the Ombudsperson Division
Employee Name	Position Number 799-251-5795-001
Project/Division Name Ombudsperson Division	Supervisor's Name Alisa Hartz
Unit Office of Youth and Community Restoration	Supervisor's Classification CEA A
Physical Work Location Statewide	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☒ Requires Fingerprinting & Background Check
☐ May be Required to Work in Multiple Locations
☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*:

3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the direction of the Ombudsperson of the Office of Youth and Community Restoration (OYCR) and with guidance from Counsel to OYCR, the Attorney III provides legal counsel to the OYCR Ombudsperson Division on sensitive legal issues related to Ombudsperson investigations, jurisdiction, access to records and individuals, policy issues, legislation, privacy and confidentiality issues, and policies and procedures. The Attorney III will support the Ombudsperson in exercising their duties under Welfare & Institutions Code sections 2200(d), 2200.2, 2200.5, 2200.7, and in the implementation of the Youth Bill of Rights, Welfare, and Institutions Code section 224.71 *et sec*.

The Attorney III position requires frequent travel within the State and daily use of a personal computer/telephone. Hybrid telework options available.

Percentage of Duties	Essential Functions
40%	Serves as lead counsel to the Ombudsperson and legal expert to facilitate the Ombudsperson's exercise of statutory duties, including advising the Ombudsperson on sensitive legal issues such as the scope of the Ombudsperson's authority and duty; access to records, facilities, and incarcerated young people; investigative reports; and issues relating to confidentiality and information privacy. Routinely meets and confers with local legal counsel to address and resolve disputes and concerns relating to Ombudsperson investigations. Advises the Ombudsperson and staff on the laws and regulations governing juvenile facilities and the rights of young people housed in those facilities. Advises the Ombudsperson and staff on the Ombudsperson's jurisdiction over complaints, potential violations of laws and regulations in juvenile facilities, and individual complaints and investigations. Trains Ombudsperson Division staff on the relevant statutory and regulatory frameworks governing juvenile facilities, confidentiality, Peace Officer Bill of Rights, and other legal topics. Reviews and supports staff investigative reports and review of records. Develops and supports the development of presentations and trainings on the

	Youth Bill of Rights and other rights of young people in juvenile facilities for various stakeholders. Ensures that all materials, resources, and presentations of the Ombudsperson Division are legally accurate and comply with statutory mandates. Provides legal expertise on unsettled points of law or rapid evolving areas of law relating to the rights of young people in juvenile facilities.
30%	Tracks legal developments and trends in the approach to care of youth in juvenile justice facilities and patterns of potential violations or harmful conditions in juvenile facilities. Reviews and supports the development of reports to the legislature on complaint investigation and resolution that are consistent with privacy and confidentiality laws and the duties of the Ombudsperson Division, including identifying recommended legislative changes as a result of complaint investigations. Identifies legislative changes to support the work of the Ombudsperson Division. Conducts extensive research concerning legislative and policy issues of relevance to the Ombudsperson Division. Provides advice and recommendations to the Ombudsperson on a wide and diverse variety of legal issues and laws. Routinely consults with OYCR Counsel, the CHHS chief counsel, and other departments' chief counsels.
20%	Works as part of a team to execute the tasks and activities of the Ombudsperson Division. Participates in stakeholder engagements with critical state and local implementation partners and is responsible for building collaborative and coordinated relationships to support information exchange and systems integration.
10%	Other duties as assigned. Perform other job-related assignments and duties based on operational needs of the Ombudsperson Division and OYCR.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: *Click here to enter text.*	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)	
Supervisor's Signature	Date

** **AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**