CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Attorney	Legal Division
Working Title	**IT Domain** (if applicable)
Labor Relations Counsel	
Position Number	**Effective Date**
363-400-5778-XXX	
Name	**Date Prepared**
	11/19/2025

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the direct supervision of an Assistant Chief Counsel (ACC), and under the general supervision of the Chief Counsel and Deputy Chief Counsel, the Attorney performs entry level duties to performing legal work of average difficulty with increased independence and responsibility, depending upon the appropriate range of the incumbent. The Attorney provides representation of CalHR and other state departments in various areas of labor and employment law on matters of average difficulty. Under the direction of a senior attorney or an ACC, the Attorney may be assigned matters of greater difficulty, complexity and of a sensitive nature. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	**(E) or (M)**	**Job Duties**
60%	**(E)**	Conduct entry level hearings to those of average difficulty and assist in more complex arbitration hearings, regarding collective bargaining agreement disputes, and in administrative forums such as, but not limited to unfair practice charges and representation issues before the Public Employment Relations Board, personnel actions before the State Personnel Board, and non-merit statutory appeals before CalHR's Statutory Appeals Unit.

20%	**(E)**	Research and analyze issues of average difficulty, and communicate legal advice and opinions, in both written and oral form to internal CalHR divisions and client departments in various areas of law, including but not limited to labor and employment law. The more journey-level Attorney will be assigned legal issues that include more complex and sensitive matters. The Attorney may assist in or provide legal opinions to the Director, the California Government Operations Agency (GovOps), the Governor's Office, or other high-ranking officials.
5%	**(E)**	Prepare bill and other legislative analyses; assist or respond to Public Records Act requests; draft and/or revise policies, proposed legislation, and proposed regulations.
5%	**(E)**	Assist in and conduct civil litigation in state and federal court, in such matters as petitions to compel arbitration, petitions to vacate arbitration decisions, petitions for writ of mandates regarding departmental decisions, laws, or rules, and court actions arising from litigation in administrative forums.
5%	**(M)**	Conduct training.
5%	**(M)**	Perform other duties as required consistent with division needs.

Supervision Received

The Attorney reports directly to and receives the majority of their assignments from the ACC; however, direction and assignments may also come from the Chief Counsel and the Deputy Chief Counsel. The Attorney performs as an entry level attorney, with experience, performs assignments of average difficulty with increasing independence and greater responsibility than attorneys at the lower ranges.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Active membership of the State Bar of California is required.

The Attorney is expected to communicate effectively, both verbally and in writing, have an ability to pay attention to details, and be flexible in changing work assignments and meeting timelines and deadlines with little to no notice.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. Telework and/or hybrid work options maybe be available in accord with CalHR's and the Legal Division's telework policy and procedures.

Travel throughout the state, which may include going to correctional facilities, state hospitals, and other state facilities may be required, including overnight travel depending on case needs.

The Attorney is expected to operate standard office equipment such as, but not limited to, a personal computer (desktop or laptop), copier and scanning equipment, word processing software, document management software, video platforms and billing software. The Attorney

may be required to care and/or move case materials such as files, documents, boxes, and books. Ability to move case files and materials such as case boxes up to 25 pounds.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date