STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE & CLIMATE INNOVATION
HRO-19 (REV 03/2025)

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES			POSITION NUMBER (Agency – Unit – Class – Serial) 368-200-5795-004			☐ CURRENT ☒ PROPOSED
PROGRAM Legislative Affairs			CLASSIFICATION TITLE Attorney III			
SECTION/UNIT (If applicable) Legal Counsel			WORKING TITLE Senior Counsel			
REGIONAL HUB Sacramento			COI Yes	WWG SE	CBID R02	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None		SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known)			EFFECTIVE DATE			
PRIMARY DOMAIN (IT positions only)	Choose an item.					

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning, research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long- range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Ability to create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Ability to exercise a high degree of initiative, flexibility, judgment, and confidentiality. Ability to operate independently, but with the judgment to know when to ask for assistance and guidance from a supervisor or colleague.

GENERAL STATEMENT

Under the general direction of the Office of Land Use and Climate Innovation's (LCI's) Chief Counsel, the incumbent serves at the full journey level as an experienced attorney performing complex and sensitive legal work with broad discretion and minimal supervision. Working in coordination with other members of the LCI legal team, the incumbent independently provides research, analytical, and advisory legal services that advise LCI and its statutory boards, councils, leadership, and staff on the legal aspects of LCI's programs and administrative activities. The incumbent leads and coordinates agreements with agency partners, grantees, and contractors, provides Council meeting support, and delivers organizational legal guidance. The incumbent independently handles complex and sensitive assignments and may conduct complex and difficult hearings. This position is distinguished from the Attorney level by the difficulty of assignments, the level of independence, and the expertise required.

The incumbent has thorough knowledge of personnel, civil rights, government contracting, public meeting rules and procedures, conflict of interest and ethics laws, the Bagley-Keene Open Meeting Act, and Public Records Act request protocols. Working knowledge of the California Environmental Quality Act, Planning and Zoning Law, and legislative and budgetary processes is expected. The incumbent applies this knowledge independently to complex and sensitive matters and exercises sound legal judgment with limited review. The incumbent must have a commitment to serving California's diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. The incumbent must have an ability to travel up to 5% of the time and occasionally work on evenings, weekends, and holidays.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
30%	**Integrated Legal Office Support** • The incumbent independently manages SGC and LCI's organizational, legislative, and legal needs on the following activities, and not limited to: o Legislative bill tracking and analysis, policy development, communication with legislative stakeholders and coordinate responses to the Legislature regarding SGC mission and statutory direction; o Managing and directing responses to agency Public Records Act requests; o Advising administrative staff, and representing the office in matters involving State employment laws, rules and regulations; o Advising on development and implementation of public employment policies and procedures related to performance management, compliance, hiring and termination; o Advising LCI's Bagley-Keene bodies, including staying up to date on changes to state policy, providing training to Council Members, executives and staff and others party to the rules, identifying and adopting effective course of action for any violations; o Preparing and leading staff trainings on relevant legal topics; o Advising and assisting in the development of responses to audit inquiries; o Researching and advising on conflict of interest and ethics questions in coordination with the LCI Chief Counsel, the Fair Political Practices Commission, and the Governor's Office of Legal Affairs; and o Advising and drafting policy of relevance to LCI and SGC operations, including personnel and public employment issues.
30%	**Public Meeting Support** • The Staff Counsel will work with the Executive Director and the Council members of SGC, as well as the staff of other LCI public bodies to prepare for and conduct regular public meetings. This will include, but not be limited to: o Providing direct assistance, recommendation, and advice to staff and appointees, on legal issues related to public meeting law compliance, constitutional, administrative law, and other legal matters related to the execution of the programs and activities; o Advising and providing training on the legal subject matter areas described above; o Coordinating the review, editing, drafting, and approval of public meeting materials; and o Attending all Council meetings and other meetings as needed.
15%	**Program Support** • The incumbent independently provides legal support to SGC's and LCI's programs in the development of their guidelines and other program materials which direct and inform the use of agency funds, which includes but is not limited to: o Assisting staff in responding to legal questions raised by stakeholders, technical assistance providers, and applicants;

	○ Representing LCI in administrative and legal matters (up to and including litigation) involving programs or administrative services; ○ Researching developing legal issues for new programs and new program guidelines; reviewing program guidelines; and ○ Drafting model language and agreements for use across programs.
10%	**Program Contracts and Inter-Agency Agreements** • The incumbent will support and coordinate LCI agreements with agency partners, grantees, and contractors. This will include, but not be limited to: ○ Reviewing and tracking all legal agreements, grants, contracts, MOUs, and inter-agency agreements, in coordination with SGC contracting personnel; ○ Providing legal review of LCI contracts and other legal agreements upon request from LCI's Chief Counsel; ○ Establishing and tracking rights and obligations under proposed and existing legal agreements; ○ Conduct analysis and provide clarifying legal impact of grant and contract criteria, evaluation, and awards; ○ Provide legal review and legal recommendations to program staff in the development of grant agreements and contracts, including refining scopes of work and necessary amendments; and ○ Assisting the Chief Counsel and Senior Staff Counsel(s) in representing LCI in presentations to and negotiations with government officials, interest groups, lobbyists, and citizens to describe SGC or LCI's role under the agreements.
5%	**Meeting Support** • The incumbent will work with the Chief Counsel, Senior Staff Counsel, SGC and LCI leadership, and other staff to prepare for and conduct regular public meetings of the Council and other LCI Bagley-Keene bodies. This will include, but not be limited to: ○ Providing direct assistance, recommendation, and advice to SGC and LCI staff and Council/board/commission members on pertinent legal issues as requested; ○ Reviewing and approving meeting materials; ○ Attending meetings; and ○ Advising and providing training, as needed, on Bagley-Keene Open Meeting Act requirements.
5%	**Other Legal Duties** Attend and actively participate in administrative, legal, and staff meetings. Attend and manage trainings, handle special projects, supervise legal interns as needed, serve on inter-agency working groups, provide work status reports, and perform other duties as assigned.
	MARGINAL FUNCTIONS
5%	• Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

DESIRABLE QUALIFICATIONS:

- Legal understanding of public contracting, public agency laws including the Bagley-Keene Open Meeting Act, Public Records Act, and Political Reform Act, conflict of interest and ethics, and California land use, zoning, and general plan laws, including the California Environmental Quality Act.
- Experience in state and/or local government.
- Experience with legislative affairs.
- Able to work collaboratively and independently.
- Extensive analytical, verbal, and written communication skills.
- Strong work ethic, attention to detail, and organizational skills
- Collaborative, adaptable, and able to prioritize emergent and ongoing tasks.
- Experience working in and with under-resourced communities including disadvantaged communities (DAC), Tribal communities, rural communities, immigrant communities, low-income communities, and/or communities of color.
- Proven commitment to serving diverse communities.
- An ability to create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 5% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE