DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: **HRC0005671**	Classification Title: **Attorney**	Position Number: **835-211-5778-709**
Incumbent Name:	Working Title: **Attorney**	Effective Date:
Tenure: **Permanent**	Time Base: **Full Time**	Intermittent Hours Per Month:
Division/Office: **Legal Affairs Office**	Section/Unit: **Beverage Container Recycling Program Section**	Reporting Location: **Sacramento, CA**
Supervisor's Name: **Kristine Beckley**	Supervisor's Classification: **Assistant Chief Counsel**	CBID: **R02**
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Incumbent:
Classification: Attorney
Position Number: 835-211-5778-709

Position Description:
Under direction of the Assistant Chief Counsel within the Beverage Container Recycling Program Section, the incumbent performs various duties within the CalRecycle Legal Affairs Office.

Essential Functions (including percentage of time):

20% Provides legal services, including legal research, analysis and recommendations related to the implementation of the e-waste recycling program mandated by the California Integrated Waste Management Act of 1989 (as amended) specifically and the Beverage Container Recycling and Litter Reduction Act. Provides legal services, including legal research, analysis, and recommendations related to issues including statutory interpretation, proposed legislation, and documents submitted to the Department including applications, permits, and plans.

20% Prepares cases and advises and represents the Department in administrative actions arising from the Department's role in enforcing e-waste and beverage container reyclcing laws, including administrative enforcement of Departmental regulatory requirements and imposition of civil administrative penalties. May assist a more senior attorney on complex or novel cases.

20% Provides legal services, including legal research, analysis and recommendations, related to the California Public Records Act. Reviews and analyzes potentially responsive public records, identifies and applies Public Records Act exemptions, and redacts private, personal, or privileged information from responsive documents. Prepares memoranda, documentation, and letters regarding document production and exceptions under the Public Records Act.

20% Assists in drafting regulations and guidelines for Department programs. Ensures performance of all legal responsibilities regarding the development and adoption of regulations, including requirements of the Administrative Procedures Act and procedures of the Office of Administrative Law.

5% Prepares and files judgment renewals or other court filings related to collection against entities who violate e-waste and beverage container recycling laws.

Marginal Functions (Including a percentage of the time):

5% Provides direct assistance, recommendations and advice to the Chief Counsel, the Director, Deputy and Assistant Directors on pertinent legal issues as requested. Travel may be required locally and within the state. Travel may be required locally and within the state.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Incumbent:
Classification: Attorney
Position Number: 835-211-5778-709

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date