State of California
Commission on Teacher Credentialing
CCTC-AGENCY HR-101 (REV 07/26)

DUTY STATEMENT

Position Details:

RPA Number:
Effective Date:
Employee Name:
Position Number (Agency-Unit-Class-Serial): 192-501-4800-008
Division/Unit: Legal Division
Class Title: Legal Support Staff Supervisor (Supervisor I)

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativityand ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.
The Legal Support Staff Supervisor (Supervisor I) will serve under the direction of the Supervisor II, Assistant Chief Counsel, and General Counsel and is responsible for supervising and directing the work and activities of a group of legal support staff who support the work of the Commission's Legal Division. Your duties are mission critical, as failures in your unit can create risk to the Commission and the public safety. You are expected to supervise your staff with a high level of independence and to ensure compliance with statute and regulation

Percentage 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.
40%	**ESSENTIAL FUNCTIONS** Supervises and directs the ongoing activities of the Litigation Unit, Meetings Unit, and Custodian of Records Unit, a group of legal support staff who support the work of the Commission's Legal Division. This includes directing and overseeing staff assignments, establishing priorities and time frames for completion of assignments, monitoring completion of tasks, reviewing and editing all staff work, ensuring procedures are established and revised as necessary to track and complete assignments. Examples of legal support staff activities and assignments include interpretation and analysis of existing statute and regulation, searching for records and responding to subpoenas, discovery, search warrants, and requests for records pursuant to the Public Records Act and Information Practices Act, attendance and participation in statutory state body meetings, assisting state body members in their attendance and participation in state body meetings, responding to subpoenas and litigation against the agency, responding to, processing, recording, preparing and/or issuing agendas, notices, schedules, minutes, calendars, meetings, agency decisions and administrative records, in compliance with applicable statute and regulation, including the Bagley-Keene Open Meeting Act.
35%	Advises management on staffing, performance, training, and personnel issues related to legal support staff, evaluates the performance of legal support staff, adheres to the progressive disciplinary process for underperforming legal support staff or staff engaged in misconduct, mentors, and trains legal support staff, participates in the selection process of legal support staff, and completes more complex and sensitive activities and assignments of legal support staff.
15%	Assists the Supervisor II in overseeing the daily administrative functions of the Litigation, Meetings, and Custodian of Records Units to ensure efficient and effective support for the Legal Division's legal services.
10%	**MARGINAL FUNCTIONS** Other duties as assigned to support the work of the Legal Division and the Legal Division Support Staff for operational continuity.

Knowledge and Abilities:

Knowledge of:

- Basic legal concepts, terminology, principles, and procedures, use of legal reference materials, the role of paralegal staff in a legal office, administrative hearing practice and procedure, Public Records Act, Information Practices Act, Bagley-Keene Opening Meeting Act, Administrative Procedures Act, Code of Civil Procedure, federal and state laws governing personnel and progressive discipline, disciplinary process of applicants and licensees, organization and structure of the Commission on Teacher Credentialing.

Ability to:

- Interpret and apply the provisions of the California Education Code, Penal Code, Code of Civil Procedure, Civil Code, Government Code and the policies and regulations of the Commission on Teacher Credentialing.
- Analyze policy issues in teacher discipline.
- Perform in an independent and creative manner.
- Speak effectively and write clearly and concisely.
- Utilize effective techniques in human relations.
- Analyze situations accurately and take effective action.
- Analyze policy issues related to the evaluation of professional practices

Interpersonal Skills:

Ability to work collaboratively with the Legal Division Team but also manage staff independently

Desirable Qualifications:

- Knowledge of basic legal concepts, terminology, principles, and procedures.
- Knowledge and experience managing legal support staff or other groups of people.
- Knowledge and experience searching for, reviewing, and redacting records.
- Ability to perform independently while exercising good judgment.
- Knowledge and experience related to the Public Records Act, Information Practices Act, and Administrative Procedures Act.
- Knowledge and experience with the educator discipline process in California or another licensure discipline process in California.
- Knowledge of personnel management in the State of California.
- Ability to complete a high volume of complex work under short deadlines.
- Ability to assign, monitor, and review the work of legal support staff to ensure accuracy, clarity, and compliance with applicable procedure and law.
- Proficiency with legal technology, including case management systems and document management systems.

Work Environment, Physical or Mental Abilities

Work Environment:

- Overtime may be necessary depending upon the situation (i.e. travel, attendance at conferences, etc.)

- Requires prolonged sitting, use of telephone and computer, frequent contact with employees and some public contact.
- Requires mobility to various areas of the CTC and the ability to work business hours 8:00 am to 5:00 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management staff.

Physical Ability:

- Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Personal Contacts:

- CTC Management and Staff
- Commission members, COC members, and COA members.
- The Public
- Office of the Attorney General

Level of Responsibility – Actions and Consequences

Incumbent will have a high level of responsibility to assure the accuracy of highly confidential reports. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person, and my result in adverse actions. The actions of the individual can and will affect the Commission's public responsibility and safety of the children of California.

MANAGER/SUPERVISOR STATEMENT:

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

Manager/Supervisor Name (Print)	Manager/Supervisor Signature	Date

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EMPLOYEE STATEMENT:

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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.

Employee Name (Print)	Employee Signature	Date