ALRB
AGRICULTURAL LABOR RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	**Division**
Attorney III	General Counsel
Working Title	**Branch/Office/Unit/Section**
Senior Attorney	Litigation, Program and Policy Branch/ Investigation and Litigation Section I
Position Number	**Name and Effective Date**
013-220-5795-001	

General Statement: Under the direction of the Attorney Supervisor of the Investigation and Litigation Section I, within the Litigation, Program and Policy Branch, part of the General Counsel Division (Division) within the Agricultural Labor Relations Board (ALRB), the Attorney III will investigate and litigate the most complex and sensitive matters brought to the Division. The incumbent will serve as the technical lead for Attorneys and investigative teams. The incumbent will also advise the Division management on case matters, as well as State of California (State) and ALRB policy as needed. The incumbent will represent the Division before the Board, in Superior Court, and with stakeholders and other governmental entities as needed. The incumbent is expected to work closely and collaboratively within and across ALRB to meet strategic and Division goals. Duties include, but are not limited to, the following:

A. <u>Specific Assignments</u> [w/ Essential (E) / Marginal (M) Functions]

45% (E) Investigations and Litigation

Serve as the technical lead, coordinate and lead teams assigned to investigations from initiation to case completion, including delegating case assignments and reviewing the work product. Verify requests for documents and/or information are thorough, legally defensible, and tailored to the allegations of the charge. Work product reviews will include but are not limited to, investigative discovery plans, document requests, subpoenas, interview questions prepared by investigative team, pleadings, motions and other legal documents prepared by Attorneys. Ensure reviewed work product is complete with clear organization, proper tone, grammar, punctuation, and accuracy. (35%)

Work closely with the assigned case supervisor on legal strategy to ensure alignment with Division objectives. This includes working on novel legal issues, allegations of egregious violations, possible injunctive relief (including temporary restraining orders) or any items of concern that arise during the investigation and/or litigation. Provide regular status updates on case development to the Attorney Supervisor or assigned case supervisor. (10%)

5% **(E) High Priority Legal Work**

Represent the Division in complex legal proceedings through all stages of the investigation and hearing process, including, but not limited to, conducting oral argument; attending pre-hearing conferences, status conferences, and settlement conferences; preparing and responding to motions, petitions for reconsideration, discovery, and other legal correspondence, and witness preparation.

On precedent setting cases, as well as cases that may affect large numbers of farm workers, work closely and collaboratively in the development and implementation of legal strategy set by the Division. Prepare legal filings with quick turnaround accurately and efficiently.

Prepare legal memos and advise the Attorney Supervisor on representation matters. Provide legal guidance to ALRB employees during elections and union representation petitions.

Represent the Attorney Supervisor on compliance matters before the Board and Superior Courts. Conduct legal research and prepare research memoranda and/or legal briefs on issues impacting compliance including but not limited to identifying responsible employers, evaluating successors, locating assets, evaluating contracts, determining appropriate make whole methodology and judgement enforcement. Ensure compliance with remedies ordered by the Board or required in settlement agreements, including both monetary and non-monetary remedies

20% **(E) Program Development, Implementation, and Continuous Improvement**

Utilize assigned cases to mentor team members through the course of the case and provide constructive professional feedback on content reviewed. Devise and present training curricula and educational materials to Division staff. Work closely with Division staff in drafting and reviewing materials that support the ALRB mission and goals. Participate in ALRB events to support Division goals this includes but is not limited to community outreach events, trainings, and notice readings.

Collaborate with internal and external stakeholders and leadership to align policies with strategic goals, ensuring they are clear and feasible. Analyze, develop, and update internal policies, procedures, and workflows to ensure compliance with state and/or federal laws and ALRB objectives.

Analyze, evaluate, and make recommendations on legislation that would impact the Division and ALRB. Develop legislative or regulatory recommendations and draft language, as needed and when directed by Division management.

5% **(E) Public Records Act**

Review assigned requests pursuant to the California Public Records Act (PRA). Advise on legal compliance when producing response. Discuss status of outstanding productions and sensitive requests. Perform redactions on requests as needed. Communicate the status of large or complex requests with the General Counsel, ALRB,

or their designee.

5% **(E) Professional Development**
Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Maintain current knowledge of labor law, with emphasis in areas relevant to the Division. Research and evaluate emerging and novel legal developments and practices and recommend improvements or enhancements to Division management.

B. **Headquarters Designation**
Choose an item.

C. **Supervision Received**
The incumbent will receive assignments and directions from the Attorney Supervisor; however, assignments and directions may come from the Attorney, Assistant Chief Counsel and/or the General Counsel, ALRB.

D. **Supervision Exercised**
None.

E. **Administrative Responsibility**
None.

F. **Personal Contacts**
The incumbent will have frequent contact with farmworkers, industry representatives, labor organizations, community-based organizations, and other private interest groups. The incumbent may have contact with representatives from federal, State, and local governments, including but not limited to Labor and Workforce Development Agency constituent divisions (e.g. CalOSHA, DLSE, DIR, DWC, and EDD). incumbent will be expected to develop and maintain professional and cooperative working relationships and represent the ALRB.

G. **Actions and Consequences**
The incumbent will have significant responsibility to lead staff in investigations, make policy recommendations and case strategy recommendations, contribute to staff training and internal guidance, and interact with external stakeholders. Failure to adequately perform the outlined duties listed above may negatively impact the ALRB. This may include negative impacts to staff morale, loss of credibility with stakeholders, delay in the investigation and prosecution of unfair labor practice charges and failure to promptly obtain remedies for violations of the Act.

H. **Functional Requirements**
The incumbent is a Work Week Group SE employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division.

The incumbent is expected to work indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. While outdoors, the incumbent may be exposed to climatic conditions including high temperatures, humidity, precipitation, and cold temperatures, as well as dust, pesticides, fertilizers. The incumbent will experience occasional to frequent sitting, standing, walking, and/or driving. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the ALRB with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

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 Equal Employment Opportunity Officer.)

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Employee Signature Date

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Employee's Printed Name – Classification

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

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

New 10/2026