State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive Office	Attorney	549-025-5778-010
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Legal Office	Staff Counsel	R02
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
	Sacramento - Headquarters	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Chief Counsel/Assistant Chief Counsel

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the supervision and direction of the Chief Counsel/Assistant Chief Counsel for the Department's Legal Office, this position will provide legal advice to managers and staff regarding state park facilities, operation and management of state park units, matters pertaining to California Public Records Act and the Information Practices Act, and matters involving bankruptcy. The incumbent will assist higher-level attorneys with complex legal cases, while independently managing less complex matters.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
50%	**Public Records Act requests and Subpoenas** This position will be responsible for coordinating and providing the Department's responses to California Public Record Act requests, Information Practices Act requests, subpoenas, and requests for peace officer records and others. This position will track record requests, coordinate with Department managers and staff regarding document gathering, conduct document review, evaluate the applicability of exemptions and privacy requirements. This position also conducts legal research to advise Department managers and staff on legal issues arising out of record requests and may act as liaison with the Attorney General's Office for litigation related to record requests.
25%	**Public Entity and Public Employee Liability** Acts as a liaison with the Attorney General's Office for less complex litigation regarding personal injury and/or property damage related to the conditions of public property or the actions of Department employees or volunteers under the Government Tort Claims Act. Assists in evaluating the merits of a lawsuit, facilitates and coordinates discovery responses, reviews court briefs and advises management on settlement proposals.
10%	**Claims for Property Damage & Bankruptcy** Researches legal issues and advises Department managers and staff on matters regarding damage to Department property bankruptcy matters. This includes but is not limited to assisting with the filing of claims with insurance companies, and acts as liaison with the Attorney General's

	Office for litigation related to damage to Department property. This position including acting as the liaison to the Attorney General's Office for bankruptcy litigation.
10%	**Administrative Law and Contract Review** Assists in researching legal issues and advising Department managers and staff on administrative law matters, including promulgation of regulations and policy. Advise and assist Department managers and staff in reviewing, drafting, and submitting proposed regulations to the Office of Administrative Law. Review proposed legislation. Requires knowledge of the California Administrative Procedures Act.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required. Valid California State Bar License.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE