DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005695	Classification Title: Attorney	Position Number: 835-212-5778-712
Incumbent Name:	Working Title: Attorney	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Legal Affairs Office	Section/Unit: Circular Economy and Regulations Development Section	Reporting Location: 1001 I St, Sacramento, CA 95814
Supervisor's Name: Kathleen Nitta	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: 835-212-5778-712

Position Description:
Under the direction of the Assistant Chief Counsel, the incumbent performs various duties within the CalRecycle Legal Affairs Office. Specific duties include, but are not limited to:

Essential Functions (including percentage of time):

35% Provides legal services, including legal research, analysis and recommendations related to the implementation of programs mandated by the California Integrated Waste Management Act of 1989 (as amended). 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% Provides legal services, including legal research, analysis and recommendations, related to the state law, including the California Public Records Act, state contracting requirements, and other laws applicable to state agencies generally. Reviews and analyzes potentially responsive public records, identifies and applies Public Records Act exemptions, and redacts private, personal, or privileged information from responsive documents. Reviews and analyzes contract documents and other Department legal documents.

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.

20% Support the Department in enforcement and litigation. May prepare cases and advises and represents the Department in administrative actions arising from the Department's role in enforcing solid waste law. May assist a more senior attorney on complex or novel cases. Additionally, together with the Attorney General, represents the Department in litigation brought on behalf of or against the Department. Recommends and advises Director regarding positions to be taken by the Department in litigation and may represent the Department under direction of the Chief Counsel in negotiations.

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.

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 on the 24th floor of a high-rise office building in downtown Sacramento, in an enclosed, office in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary to meet department legal workload needs. Travel may be required locally and within the state.

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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: 835-212-5778-712

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