



Department of Industrial Relations
State of California

Duty Statement

POSITION BEING FILLED (CLASSIFICATION):	Attorney III
WORKING TITLE:	Staff Attorney for the State Labor Commissioner
POSITION NUMBER:	400-507-5795-XXX
DIVISION:	LABOR COMMISSIONER'S OFFICE
LOCATION:	LONG BEACH
FORM 1#:	

TENURE:	Permanent
TIME BASE:	F/T
WWG:	SE
CBID:	R02
WORK SCHEDULE:	Monday - Friday
WORKING HOURS:	8:00 am – 5:00 pm

CONFLICT OF INTEREST FILING (FORM 700)	REQUIRED <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/>
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GENERAL STATEMENT	
Under the general direction of the Assistant Chief Counsel of the Labor Commissioner's Office with moderate to little supervision:	

% OF DUTIES	ESSENTIAL FUNCTIONS
40%	Represents the Labor Commissioner's Office and may act as lead attorney over lower level legal staff in the most difficult cases, with moderate to little supervision, in: litigation, bench and jury trials, appeals, and writs in state and federal courts and administrative proceedings;
25%	Provides legal advice and investigation support to Division staff in labor law enforcement, wage claims adjudication, retaliation investigations, judgment



	enforcement, public works law enforcement, public records act compliance, and licensing and registration administration;
10%	Serves as a hearing officer in administrative hearings in talent agency controversies, citation appeals, and licensing and regulation due process hearings;
10%	Prepares legal memoranda and training materials and conducts training of enforcement and District Office staff;
5%	Performs legal research, prepares legal memoranda for the Labor Commissioner and Division management, and prepares Governor's Office Action Requests;
	MARGINAL FUNCTIONS
5%	Responds to public inquiries;
5%	Performs other work as assigned

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS	
	<ul style="list-style-type: none"> - Work duties are expected to be PERFORMED PRODUCTIVELY & EFFICIENTLY. CONDUCT SHALL BE RESPECTFUL and REFLECTIVE OF A PROFESSIONAL TEAM ENVIRONMENT IN ACCORDANCE WITH THE LABOR COMMISSIONER'S OFFICE MISSION AND VISION. - Communication shall be clear, concise and timely with LEADERSHIP, TEAMMATES, and the public we serve. Communication shall be in a manner that encourages open dialog to achieve mutual understanding, problem solve, and build trust. - Trust is crucial to building a working relationship and team environment. Team members are expected to continually monitor their work, provide timely responses to the public in accordance with relevant policies and procedures, and practice decorum in such communication. Work challenges and the inability to meet deadlines are to be communicated immediately to LEADERSHIP. - Team members are expected to report timely to their work shifts, work the required hours for their time base, abide by relevant attendance policies, and be mindful of the impact of one's attendance to the overall work of the program and team morale.



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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 Office of Civil Rights).

Print Employee Name

Employee Signature

Date

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and 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 a copy of this duty statement.

Print Supervisor Name

Supervisor Signature

Date