

## DUTY STATEMENT

**Job Classification:** Career Executive Assignment 3  
**Position Number:** 024-050-7500-XXX  
**Scheme and Class Codes:** ZZ90:7500  
**Reports To:** Director, Alcoholic Beverage Control  
**FLSA Status:** Non-Exempt  
**Divisions:** Headquarters  
**Location:** Sacramento  
**Prepared By/Date:** Human Resources-01-08

### SUMMARY

Acts as legal advisor of the Director, the incumbent has responsibility of the legal program which includes responsibility for planning, organizing, directing, coordinating, and reviewing the work of a professional legal staff; prepares legislation and represents the Department before the Legislature; formulating legal policy; and participating as a member of top management in the development and implementation of department policy.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

%	<u>Function</u>	
40%	Legal Advisor	Acts as principle legal advisor to the Director on all legal and policy matters involving the department. The incumbent does the initial review and recommendation regarding all Proposed Decisions received from the Administrative Hearing Office. The Special Counsel reviews and analyzes the administrative record for case not adopted by the Director pursuant to Government Code 11517(c) and make recommendations for appropriate disposition of these cases. Prepares appropriate orders and decisions. Provides legal interpretation affecting existing departmental policies relative to disciplinary and enforcement functions.
35%	Legal Administration	Is a member of the Executive Management Team (EMT) of the Department which is responsible for developing and implementing policy state-wide related to the enforcement and licensing functions for the 70,000 plus licenses issued by the Department. The EMT is also responsible for the development and implementation of performance based measures for the work of the 23 district offices and the supporting administrative functions at Department Headquarters in Sacramento. Acts as counsel to support units of the Department including Human Resources, Licensing, Trade Enforcement Unit not involving Prosecutions and Accounting. Responsible for Rulemaking adoption and modification pursuant to the Administrative Procedures Act; coordinates Pitchess motion representation.
10%	Appellate Court Magistrate Representation	The General Counsel consults with the staff of the Office of the Attorney General on matters affecting the Department and manages their representation of the Department before the Supreme Court, Courts of Appeal and federal courts; upon approval by the Attorney General, the General Counsel may appear and argue before the Supreme Court and Court of Appeals.
10%	Legislation	In conjunction with staff services manager, prepares, analyzes, and evaluates proposed legislation affecting the Department, makes recommendations to the Director and may represent the Department before the Legislature; determines and prepares material for related to licensing functions for inclusion in the Department policy and procedure manuals; prepares and recommends drafts of opinions, orders, decisions, and recommendations for consideration by the Director.

## MARGINAL DUTIES AND RESPONSIBILITIES

5%      Miscellaneous      Dictates correspondence and prepares reports.

Supervisory Responsibilities: This job has no supervisory responsibilities.

## WORK ENVIRONMENT

### Physical Demands:

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance, vision, peripheral vision, depth perception and ability to adjust focus.

***The essential and marginal job duties have been discussed with the employee and a copy has been provided to the employee.***

<i>SUPERVISOR DATE</i>	<i>EMPLOYEE DATE</i>
----------------------------	--------------------------

### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; and, uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and, uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and, shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and, meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and, remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and, participates in meetings.

Team Work – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and, recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; and, able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and, demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and, supports equal employment opportunities and respects diversity.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and, arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and, asks for and offers help when needed.

Innovation – Generates suggestions for improving work; and, presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and, makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and, takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and, follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and, monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and, works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Excel spreadsheet software; Internet Explorer, and CABIN database software.

## **KNOWLEDGE AND ABILITIES, ETC.**

### **KNOWLEDGE OF:**

The organization and functions of California State government, including the organization and practices of the Legislature and the Executive Branches; principles and practices of fiscal and human resources management; the Department's Equal Employment Opportunity program and manager's role in equal employment opportunity; principles, practices, and trends of public administration, organization, and management; continuous improvement systems and processes; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; various labor agreements (Memorandum of Understanding); the Ralph C. Dills Act (State Employer-Employee Relations); the State Personnel Board/Department of Personnel Administration (SPB/DPA) laws and rules governing the Department's human resources management practices.

### **ABILITY TO:**

Plan, organize, and direct the work of multi-disciplinary professionals and administrative staff; integrate the activities of a diverse staff to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; apply the principles and objectives of effective public administration and use of proper administration procedures in furthering these objectives; use effective management and leadership techniques to lead, motivate, and develop staff; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's Equal Employment Opportunity objectives; effectively administer the administrative and human resources management responsibilities under SPB/DPA laws and rules, Ralph C. Dills Act (State Employer-Employee Relations), and labor agreements (MOUs).

Certificates and Licenses: Membership in the State Bar of California