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**Governor** Gavin Newsom  
**Secretary, Government Operations Agency** Amy Tong  
**Director** Eraina Ortega

November 9, 2022

Katherine Regan  
 Director of Labor Relations, CASE - Excluded  
 1231 I Street, Suite 300  
 Sacramento, CA 95814  
[Kregan@calattorneys.org](mailto:Kregan@calattorneys.org)

**SENT VIA EMAIL ONLY**

Subject: Attorney Series Consolidation

Dear Katherine Regan:

As you are aware, the parties negotiated a consolidation of rank and file classifications, eliminating most department specific attorney classifications. In reviewing the rank and file structure, it was evident that the excluded structure also had to be reviewed, updated consistent with the rank and file changes.

Attached are copies of the proposed changes and the chart below provides information on the proposed actions.

Pages	Classification Title or Subject	General Change	Additional Comments
5-14	Attorney Supervisor/Attorney Manager	Statewide Classification	This series includes one supervisory level and an updated managerial level.
15-21	Deputy Attorney General, Supervisor	Department of Justice Specific Classification	This class was not included in the statewide classification GC 115057 and GC 11057. Changes are consistent with the statewide classification.
NA	Principal Deputy Legislative Counsel I	Abolish classification	New classification Attorney Supervisor will take place of this classification, and will be available to other departments for use.
NA	Assistant Chief Counsel	Abolish classification	New classification Attorney Manager will take place of this classification.

<b>Pages</b>	<b>Classification Title or Subject</b>	<b>General Change</b>	<b>Additional Comments</b>
NA	Supervising Attorney Tax Counsel III (Supervisor) Chief Counsel I, CEA	Update classification, identify abolishment upon attrition	The new Attorney Supervisor classification will replace this class. Due to the significant difference in the classes, employees will remain in this class until attrition, and will be abolished upon no incumbents.
NA	Chief Counsel II, CEA Chief Deputy Legislative Counsel, CEA Administrative Advisor II, CEA Chief Deputy Counsel, California Law Review	Previously identified for abolishment	No change – these classifications will continue to be abolished once no incumbents.
NA	Associate General Counsel, Unfair Labor Practice, ALRB Counsel, Multistate Tax Affairs, FTB	No change	These classifications will continue as is as they did not fit into any of the new structured classifications.
NA	ARC 053,219,222,250,315,427	Abolish ARCs	These ARCs are tied to classifications that will no longer exist with this consolidation (some of these might be related to rank & file classifications).
22	Pay Differential #11	Update Pay Differential	Update for classification title change
NA	Pay Differential #22	Abolish Pay Differential	Outdated pay differential, classifications currently do not exist
NA	Pay Differential #23	Abolish Pay Differential	Outdated pay differential, classifications currently do not exist
23-24	Pay Differential #337	Update Pay Differential	Updating with new classification titles.
NA	All other attorney classifications	Abolish	Any Rank & File attorney classification not listed in this notice will be abolished with the approval of the SPB action. There are a total of 36 classifications being abolished (R & F and excluded).

Katherine Regan  
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We are planning on presenting these changes to the SPB Board in January 2023. In order to ensure that we meet this hearing date, we need to have all documents finalized and prepared for SPB no later than December 12, 2022. Please let me know no later than November 18, 2022, of available dates and times to meet on these changes, if there are questions regarding the proposed actions.

Sincerely,

*Kristine Rodrigues*

Kristine M. Rodrigues  
Assistant Chief of Labor Relations  
Labor Relations Division

#### Attachments

cc: Melissa Russell, Chief, PMD, CalHR  
Krista Whisler, Class Consolidation Project Manager, CalHR  
Danishia Colbert, Personnel Program Manager, PMD, CalHR  
Monique Diaz, Personnel Program Consultant, PMD, CalHR  
Christine Allison, Director, Office of Human Resources, DOJ  
Jeff Keil, Labor Relations Officer, DOJ

# **ATTACHMENTS**

**NOVEMBER 9, 2022**

**ATTORNEY CONSOLIDATION  
ENTRY LEVEL-ELIMINATION OF RANGE A/B**

# Attorney Series

## California State Personnel Board Specification

Schem Code	Class Code	Class Title	Probation Period
<u>OA60</u>	<u>5797</u>	<u>Graduate Legal Assistant</u>	<u>12 Months</u>
OA72	5778	Attorney	12 Months
OA82	5795	Attorney III	12 Months
OA80	5780	Attorney IV	12 Months
OA81	5781	Attorney V	12 Months
<u>OF25</u>	<u>5749</u>	<u>Attorney Supervisor</u>	<u>12 Months</u>
<u>OB10</u>	<u>5871</u>	<u>Attorney Manager</u>	<u>12 Months</u>

### SALARY INFORMATION

## Description of Series

This series specification describes ~~four~~ seven Attorney classifications used to perform a broad range of ~~staff~~ legal work such as but not limited to preparing and litigating civil, administrative and/or criminal cases before boards, commissions and the courts. Incumbents in the Attorney series serve the public, various departments, the Governor, and represent clients and others entitled to public representation before state and federal courts and administrative bodies. ~~Incumbents in these classes serve the public by performing the following tasks which include, but are not limited to:~~ study, interpret, and apply laws, regulations, court decisions, and other legal authorities; perform a wide variety of legal

research; provide advice or opinions to departmental management or members of the public on legal issues arising out of the programs of the department in which the incumbent is employed and of the legal effect of rules, regulations, proposed legislation, statutory law, court decisions, and administrative actions; respond to legal correspondence; conduct special investigations involved in the enforcement of state laws and departmental rules and regulations; develop proposed legislation; testify before legislative committees; prepare or assist in preparing cases, opinions, briefs, and other legal documents such as memoranda, digests, summaries, and reports; assist in the preparation of or have responsibility for preparing cases which may result in litigation before boards, commissions, hearing officers, administrative law judges, or trial or appellate courts; develop strategies and tactics in disputes or litigation; assemble and evaluate evidence; secure and interview witnesses; conduct negotiations; represent departments in hearings and litigation; may act in a lead capacity over lower level attorney staff; and perform other related legal work.

Incumbents can move into a supervisor/management career path through the Supervising Attorney, Assistant Chief Counsel, or Chief Counsel classifications.

## Graduate Legal Assistant

Under close supervision of attorneys, to assist in legal research, and in the preliminary work involved in preparing other legal matters; and to do other related work.

This class is primarily designed to afford law school graduates, not yet certified by The State Bar of California, an introduction to legal practice in the State service. It enables State departments to utilize the services of law school graduates who are awaiting the results of the California State Bar examination for subprofessional legal work and facilitates recruitment of recent graduates for legal careers in State service.

Typically, an incumbent analyzes legal problems; does routine legal research; prepares drafts of legal documents, briefs, reports, resolutions and legislative measures; ascertains the last amended form of the statutory law on a given subject; compiles, annotates, and indexes provisions of law and of legislative measures; serves legal papers; assists in answering court calendars; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; prepares and dictates correspondence.

Incumbents who hold and maintain a provisional license to practice law issued by the State Bar of California's Provisional Licensure Program under Rule 9.49 of the California Rules of Court, perform a broad array of legal services for clients, including appearing before a court, or administrative body drafting legal documents, contracts or transactional documents, and pleadings, engaging in negotiations and settlement discussions, and providing other legal advice, provided that the work is performed under the supervision of a qualifying supervising attorney as defined by Rule 9.49.

## Attorney

This is a recruitment and developmental classification for persons qualified to practice law in the State of California. Attorneys assigned to Range A perform the least difficult professional legal work of This is the entry level for persons qualified to practice law in the State of California. Incumbents are assigned legal work relative to their appointing authority's responsibilities. Under direction, incumbents may review, analyze, interpret, and apply laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; prepare legal documents, memoranda, digests, summaries, and reports; assist in the presentation of cases before courts and administrative bodies and independently present the less difficult cases; assemble and evaluate evidence; secure and interview witnesses; assist in and hold hearings; conduct special investigations involved in the enforcement of state laws and departmental rules and regulations; assist with the drafting of legislative measures and departmental rules and regulations; conduct legal research; and advise staff members regarding the legal effect of rules and regulations, proposed legislative measures, statutory law, court decisions, and administrative actions. Incumbents may also assist attorneys in higher classifications or ranges with more complex legal work.

Attorneys assigned to Range A perform the least difficult legal work for their department. Based upon the appropriate Alternate Range Criteria, attorneys advance to Ranges B, C, and D, and are assigned progressively more difficult professional legal work as their competence increases Attorneys assigned to Range B independently perform professional legal work of average difficulty.

## Attorney III

Under general direction, at the full journey level, incumbents serve as experienced attorneys performing complex and sensitive legal work with broad discretion and minimal supervision. In addition to work performed at the Attorney level, the Attorney III may independently conduct complex and difficult hearings and trials. This classification level is distinguished from the lower level Attorney classification by the level of difficulty of assignments, given to attorneys and the expertise which the attorney brings to these assignments. Attorney III's work with broad discretion and level of independence, with minimum supervision and are expected to be experts in the more complex area of the law within a departmental legal program, and expertise required.

An Attorney III does not supervise lower level attorney staff, but may act in a lead capacity.

## Attorney IV

Incumbents in this classification Under general direction, at the advanced journey level, incumbents independently perform the more complex and sensitive legal services with broad discretion. Assignments involve work involving novel theories, and/or practice involving rapid evolution emerging areas of law, legal area specialization, legal expert, and precedential value and involve opposing counsel or representatives who have a high level of experience and specialization. An Attorney IV does not supervise lower level attorney staff, but significance. Incumbents may act be assigned sensitive and difficult litigation and handle cases that may be appealed to the highest courts. Assignments typically consist of negotiations, legislative liaison, hearings, legal research, and opinion/brief drafting; rendering legal advice and opinions to departmental management; responding to challenging legal correspondence; developing strategy and tactics in complex disputes or litigation; and may include acting in a lead capacity over the work of other attorneys and staff.

## Attorney V

Reporting to the Constitutional Officer, exempt appointee of the Governor, or the department's Chief Counsel, or their designee, Under general direction, incumbents work serve as the department's top exclusive experts in a complex and difficult legal field areas of law. Working independently, incumbents at this level are involved in performing the most difficult and most complex litigation, which includes innovative theories, practices of law, specialization in law and requires the highest levels of expertise.; An Attorney V does not supervise lower level attorney staff, but may represent and act as counsel for state departments, boards and commissions whose legal work is exceptionally difficult, and advise district attorneys, county counsels, grand juries, and other public agencies staffed primarily by attorneys, assigned litigation of the greatest difficulty; handle cases that may be appealed to the highest courts; and act in a lead capacity over the work of other attorneys and staff.

Attorneys at this level are recognized as having an exceptional level of expertise that distinguishes them in a special field of knowledge and may serve as the department's top expert in an exclusive area of law. Work at this level involves innovative theories, practices of law, specialization in an area of law overseen by or involving the department, and requiring contact with the legislature, high level gubernatorial appointees, constitutional officers, or their designee, and/or the general public.

## Attorney Supervisor

Assists an Attorney Manager in planning, organizing, directing, and coordinating the work of a legal staff; acts for the Attorney Manager as needed; confers with management on matters of policy and procedure; Incumbents supervise a group of subordinate attorneys who perform a



wide variety of legal work, with varying levels of complexity, and independently handle complex and sensitive legal cases.

## Attorney Manager

Under general direction of a Career Executive Assignment, Constitutional Officer, exempt appointee of the Governor, or the department's designee, incumbents manage the work of a major legal section; plan, organize, direct, coordinate and review staff work; provide legal advice to the department head; assist the Chief Counsel in the preparation of pleadings and briefs in connection with legal matters before state boards and agencies; represent their department before boards and agencies; appear before legislative committees to present departmental views on proposed legislation; appear before trial and appellate courts; advise and assist the Attorney General and other state agencies; relieve the Chief Counsel of administrative and management activities as necessary; and may serve as backup to the Chief Counsel.

## Minimum Qualifications

### Graduate Legal Assistant

Current eligibility to take the California State Bar examination under the Business and Professions Code sections 6060 and 6061. Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.

Incumbents must secure a valid license issued by the California State Bar Association within 24 months of an appointment or the employment may be terminated.

## All Attorney Levels

All classifications require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take the California State Bar

examination or are in their final year of law school will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

Applicants who are six months from meeting the required legal experience will be admitted to the examination, but must meet the total required years of experience prior to appointment.

## Attorney

Membership in The California State Bar. (~~Applicants must have active membership in The California State Bar before they will be eligible for appointment.~~)

## Attorney III

~~Six~~ Five years of legal experience in the practice of law\*. (~~Applicants will be admitted to the examination upon completion of five and one half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.~~)

## Attorney IV

~~Six~~ Ten years of legal experience in the practice of law\*, ~~four~~ one years of which must have been at a level of responsibility equivalent to an Attorney III or higher. (~~Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required legal experience comparable to the Attorney III class will be admitted into the examination but must complete the required ten years' total legal experience.~~)

## Attorney V

Eight ~~Thirteen~~ years of legal experience in the practice of law\*, ~~three~~ two years of which must have been at a level of responsibility equivalent to an Attorney IV or higher. (~~Applicants who have completed twelve years and six months of the required total legal experience including two years and six months of the required legal experience comparable to the Attorney IV class will be admitted into the examination but must complete the required thirteen years' total legal experience.~~)

## Attorney Supervisor

Eight years of legal experience in the practice of law\*; two years of which must have been at a level equivalent to an Attorney IV or Supervising Attorney or three years of which must have been at a level equivalent to an Attorney III.

## Attorney Manager

Ten years of legal experience in the practice of law\*; two years of which must have been at a level equivalent to an Attorney V or Attorney Supervisor, or three years at a level equivalent to Attorney IV.

\* “Legal Experience in the "practice of law" or "performing legal duties" is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, or (3) legal experience acquired while practicing under a provisional license to practice law issued by the State Bar of California's Provisional Licensure Program, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as “legal experience in the practice of law or performing legal duties, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

## Knowledge and Abilities

### Graduate Legal Assistant

Knowledge of: Legal principles and their application, the use of legal reference works, and legal terms.

Ability to: Reason logically; analyze situations accurately and adopt an effective course of action.

## All Attorney Levels

There are distinct increases in the complexity of knowledge and abilities, and the scope of work and effect on programs and services provided and performed as incumbents ~~proceed~~ advance through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memorandum involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; ~~and work effectively under pressure~~ independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

## Attorney V

In addition to the above knowledge and abilities, Attorneys at this level are recognized as having an exceptional level of expertise that distinguishes herself/himself in a special field of

knowledge and who will serve as the department's top expert in that field. Work at this level involves innovative theories, practices of law, specialization in an area of law overseen by or involving the department, and requiring contact with the legislature, high level governor appointees, constitutional officers, or their designee, and/or the general public.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

## Attorney Supervisor

Knowledge of: a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above

## Attorney Manager

Knowledge of: All of the above, and principles of public administration, personnel management and supervision.

Ability to: All of the above

## Preferred or Desirable Qualifications

All employees shall have general qualifications as described by [California Code of Regulations, title 2, section 172.](#)

## Class History

<b>Class Title</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Date Abolished</b>	<b>Date Title Changed</b>
<u>Graduate Legal Assistant</u>	10/22/1970	06/18/2021		
Attorney	12/17/1985	<del>06/18/2021</del> <u>02/XX/2023</u>		04/24/2012

<b>Class Title</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Date Abolished</b>	<b>Date Title Changed</b>
Attorney III	04/11/1979	<del>06/18/2021</del> <u>02/XX/2023</u>		04/24/2012
Attorney IV	07/06/1993	<del>06/18/2021</del> <u>02/XX/2023</u>		04/24/2012
Attorney V	01/08/2015	<del>06/18/2021</del> 02/XX/2023		
<u>Attorney Supervisor</u>		02/XX/2023		
<u>Attorney Manager</u>		02/XX/2023		

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# Deputy Attorney General Series

## California State Personnel Board Specification

Schem Code	Class Code	Class Title	Probation Period
OC65	5730	Deputy Attorney General	12 Months
OC60	5706	Deputy Attorney General III	12 Months
OC50	5705	Deputy Attorney General IV	12 Months
OC51	5701	Deputy Attorney General V	12 Months
OC45	5703	<del>Supervising</del> Deputy Attorney General <u>Supervisor</u>	12 Months

### SALARY INFORMATION

## Description of Series

The classes in this series are used in the Office of the Attorney General to perform a wide variety of legal work concerned with representing the State, most of its officers, departments, boards, commissions, and other such bodies before the Sstate and Ffederal courts and administrative bodies and acts as legal counsel for such agencies and officials; assisting or displacing local district attorneys in unusual situations; preparing pleading and other legal materials for trials, hearings, and other legal proceedings; presenting criminal and civil cases at trial (jury and nonjury); drafting and analyzing legislative measures and regulations; giving legal advice to grand juries, district attorneys, county counsels, officials, and representatives of public agencies on legal problems; performing legal research; writing opinions; and ~~to do~~ other related work. The series includes classes which are primarily nonsupervisory in nature with the exception of the ~~Supervising~~ Deputy Attorney General Supervisor classification.

Nonsupervisory classes generally perform similar duties. Differences between these classes are essentially in the level of service and expertise incumbents can be expected to provide and in the difficulty of assignments that they receive.

## Deputy Attorney General

This is a recruitment class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform ~~the least difficult~~ professional legal work in the Department of Justice. ~~Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned progressively more difficult professional legal work.~~ Incumbents assigned to Range ~~D~~ are assigned the more complex and sensitive legal work in this class.

## Deputy Attorney General III

Incumbents in this class are experienced attorneys who have developed the expertise necessary to capably perform complex and sensitive work of the Office of the Attorney General on an independent basis. A Deputy Attorney General III represents and acts as counsel for large ~~S~~state departments, for a group of boards and commissions whose legal work is difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned difficult litigation and handle cases that may be appealed to the highest courts. They may act as a lead person over the work of other attorneys.

## Deputy Attorney General IV

Incumbents in this class are well-experienced attorneys with expertise in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the more complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General IV represents and acts as counsel for large ~~S~~state departments, for a group of boards and commissions whose legal work is more difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of great difficulty and handle cases that are likely to be appealed to the highest courts. They may act as lead persons over the work of other attorneys.

## Deputy Attorney General V



Incumbents in this class are the most experienced attorneys and are considered to be the top experts in a broad or specialized area of law. They have demonstrated their ability to independently perform assignments consisting of the most difficult, complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General V represents and acts as counsel for the largest State departments, for a group of boards and commissions whose legal work is exceptionally difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of the greatest difficulty and handle cases that are very likely to be appealed to the highest courts. They may act as lead persons over the work of other attorneys.

## ~~Supervising~~ Deputy Attorney General Supervisor

This is the working supervisor level. Individuals in this class plan, organize, and direct the work of subordinate attorneys and may supervise both paralegal and/or support staff; evaluate the performance of subordinate staff and take or effectively recommend appropriate action; provide training to subordinate attorneys; interview and select or actively participate in the interview and selection process for subordinate staff; develop strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, and opinion drafting.

## Minimum Qualifications

### All Levels

All classes require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination or are in their final year of law school will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

Applicants who are six months from meeting the required legal experience will be admitted to the examination, but must meet the total required years of experience prior to appointment.

## Deputy Attorney General

Membership in The California State Bar. (~~Applicants must have active membership in The California State Bar before they will be eligible for appointment. Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.~~)

## Deputy Attorney General III

~~Six~~Five years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law.\* (~~Applicants will be admitted to the examination upon completion of five and one-half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.~~)

## Deputy Attorney General IV

~~Ten~~Six years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law\*, ~~four~~one years of which must have been at a level of responsibility equivalent to Deputy Attorney General III or higher. (~~Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required experience comparable to the Deputy Attorney General III class will be admitted into the examination but must complete the required ten years total legal experience which includes at least four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.~~)

## Deputy Attorney General V

~~Thirteen~~Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law\*, ~~three~~two years of which must have been at a level of responsibility equivalent to Deputy Attorney General IV. ~~The three years of experience at the Deputy Attorney General IV level must be obtained in California State Civil Service.~~ (~~Applicants who have completed twelve years and six months of the required total legal experience including two years and six months of the required experience comparable to the Deputy Attorney General IV class will be admitted into the examination but must complete the required thirteen years total legal experience which includes at least three years of experience at the Deputy Attorney General IV level before they will be eligible for appointment.~~)

## Supervising Deputy Attorney General Supervisor

Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law\*, two years of which must have been at a level of responsibility equivalent to a Deputy Attorney General III. The two years of experience equivalent to the Deputy Attorney General III level must be obtained in the California State Civil Service.

\* “Legal Experience in the “practice of law” or “performing legal duties” is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, or (3) legal experience acquired while practicing under a provisional license to practice law issued by the State Bar of California’s Provisional Licensure Program, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as “legal experience in the “practice of law,” or performing legal duties, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

## Knowledge and Abilities

### All Levels:

Knowledge of: Legal principles and their application; professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys, to ensure the rules are strictly followed by oneself as well as other attorneys. Examples include Federal/State statutes, rules (e.g., Rules of Professional Conduct), and case law defining the scope of the attorney-client privilege, and local rules establishing standards of conduct and sanctions for misconduct by attorneys; available research sources, both printed and electronic, to complete legal research, including what type of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses. Examples include primary and secondary legal texts, and electronic databases; scope and character of California statutory law and provisions of the California Constitution; principles and practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes; principles of administrative and constitutional law, rules of evidence, and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; duties and powers of the Attorney General of California; and the English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence, and paragraph structure, organization, and appropriate vocabulary.

Ability to: Prepare, present, and handle legal cases; perform research; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts; present statements of facts, law, and argument clearly and logically in written and oral form; analyze and draft proposed legislative measures; handle difficult legal correspondence; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; work cooperatively with a variety of individuals and organizations; and exercise good judgment.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

## ~~Supervising~~ Deputy Attorney General Supervisor

Knowledge of: In addition to the above, applicable collective bargaining agreements and related issues; State and department policies and procedures; disciplinary guidelines and personnel rules; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan and direct the work of subordinate staff, and effectively supervise the work of a group of attorneys and paralegal and support staff; review and monitor cases for efficient and effective progress; initiate and review personnel matters; and effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment.

## Preferred or Desirable Qualifications

All employees shall have general qualifications as described by California Code of Regulations, title 2, section 172.

## Special Personal Characteristics

### All Levels:

Honesty, integrity, reliability, fair, and conscientious.

# Class History

<b>Class Title</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Date Abolished</b>	<b>Date Title Changed</b>
Deputy Attorney General	03/25/1986	<del>06/18/2021</del> <u>02/XX/2023</u>		
Deputy Attorney General III	04/08/1944	<del>06/18/2021</del> <u>02/XX/2023</u>		03/17/1976
Deputy Attorney General IV	10/22/1970	<del>06/18/2021</del> <u>02/XX/2023</u>		03/17/1976
Deputy Attorney General V	11/05/2015	<del>06/18/2021</del> <u>02/XX/2023</u>		
<del>Supervising</del> Deputy Attorney General <u>Supervisor</u>	05/02/2006	<del>06/18/2021</del> <u>02/XX/2023</u>		<u>02/XX/2023</u>

**PAY DIFFERENTIAL 11  
ATTORNEY DIFFERENTIAL PAY - EXCLUDED EMPLOYEES**

Established: 04/01/98

CLASS TITLE	CLASS CODE	CB/ID	DEPARTMENT
<del>Staff Counsel III (Supervisor)</del> Supervising Attorney	5815	S02	State Compensation Insurance Fund

RATE	EARNINGS ID
5% differential per pay period	8A
10% differential per pay period	8AT

CRITERIA
When the duties of the <del>Staff Counsel III (Supervisor)</del> <u>Supervising Attorney</u> involve responsibility for supervising, directing, controlling, and reviewing the work of a large subordinate attorney staff, the differential will be based on the following:
<ul style="list-style-type: none"> <li>• A <del>Staff Counsel III (Supervisor)</del> <u>Supervising Attorney</u> with a subordinate staff of 6 to 11 attorneys shall receive a 5% differential.</li> <li>• A <del>Staff Counsel III (Supervisor)</del> <u>Supervising Attorney</u> with a subordinate staff of 12 or more attorneys shall receive a 10% differential.</li> <li>• A <del>Staff Counsel III (Supervisor)</del> <u>Supervising Attorney</u> with a subordinate staff of 3 to 5 attorneys is not eligible to receive a differential.</li> </ul>

FOR ALL CLASSES: IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURES ARE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	Yes

FOR ALL CLASSES: INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	No
IDL	Yes
EIDL	No
NDI	Yes
LUMP SUM VACATION	Yes
LUMP SUM SICK	Yes
LUMP SUM EXTRA	No

**PAY DIFFERENTIAL 337**  
**EMPLOYMENT ADVOCACY AND PROSECUTION TEAM - UNIT 2 AND EXCLUDED**

Established: 11/01/06

Revised: 01/19/07, 01/31/23

CLASS TITLE	CLASS CODE	CB/ID	RATE	EARNINGS ID	DEPARTMENT
<b>Rank and File:</b>			\$900 Per Pay Period	8EA	Department of Corrections and Rehabilitation, Office of Legal Affairs, Employment Advocacy and Prosecution Team
<del>Staff Counsel Attorney</del>	5778	R02			
<del>Staff Counsel III (Specialist)- Attorney III</del>	5795				
<del>Staff Counsel IV Attorney IV</del>	5780				
<b>Excluded:</b>					
<del>Staff Counsel III (Supervisory) Supervising Attorney</del>	5815	S02			
<del>Assistant Chief Counsel Attorney Manager</del>	5871	M02			
<del>Chief Counsel I, CEA *</del>	5872				

**CRITERIA**

- Employees in the above classes employed in the Department of Corrections and Rehabilitation, Office of Legal Affairs, Employment Advocacy and Prosecution Team (EAPT), are eligible for this differential.
- Employees in the above classes who transfer and/or promote to positions outside the EAPT Unit shall not be eligible for this differential
- This differential is in accordance with Federal Court Order No. C90-3094 TEH, Madrid Vs. Tilton, Filed on 11/01/06.
- This differential shall not be subject to the grievance or arbitration processes.

**IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:**

PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	No

**INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY**

OVERTIME	No
IDL	Yes
EIDL	N/A
NDI	Yes
LUMP SUM VACATION	Yes
LUMP SUM SICK	Yes
LUMP SUM EXTRA	Yes

\* Effective 01/19/07

