

APPENDIX J: *Task Inventory*

Task Statements

1.	Plan the work of a small team of attorneys to ensure that they use appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
2.	Organize the work of a small team of attorneys to ensure that they use appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
3.	Direct the work of a small team of attorneys to ensure that they use appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
4.	Evaluate the performance of subordinate attorneys to ensure they meet the performance criteria set forth in standard performance and probationary appraisal forms consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
5.	Recommend and take appropriate action in the event that subordinate attorneys do not meet performance standards utilizing Departmental polices and practices, and consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
6.	Actively participate in the interview and selection of staff to ensure that the candidate meets the job qualifications and can perform the duties subordinate using standardized questions, interpersonal skills, and personal knowledge, following Departmental polices and practices, and consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel.
7.	Work with subordinate staff to develop strategies and tactics in disputes to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
8.	Work with subordinate staff to develop strategies and tactics in litigation to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
9.	Litigate difficult and complex cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
10.	Research difficult and complex legal issues to protect the interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel

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STAFF COUNSEL III (SUPERVISOR)
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11.	Draft opinions on difficult and complex legal issues to protect the interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
12.	Respond to difficult and complex correspondence to present the Department's position on legal issues and reduce legal risk utilizing written advocacy skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel
13.	Draft, analyze, and/or negotiate current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
14.	Testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
15.	Prepare executive staff to testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
16.	Negotiate difficult and complex legal issues to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
17.	Represent the Department at difficult and complex hearings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel
18.	Develop strategy and tactics in the most difficult and complex disputes to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel
19.	Develop strategy and tactics in the most difficult and complex litigation to protect the Department's legal interests and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel
20.	Recommend legal action to Executive Staff including whether to pursue or defend a particular suit, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel

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21.	Analyze and comment on rules and regulations related to Departmental personnel issues, programs, and policies to ensure compliance with applicable laws, rules and regulations and identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel
22.	Propose new or amended rules and regulations related to Departmental personnel issues, programs, and policies to ensure compliance with applicable laws, rules and regulations and identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel, Assistant Chief Counsel.
23.	Train new Office of Legal Affairs (OLA) staff to ensure efficient and effective delivery of work product consistent with Departmental policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
24.	Train California Department of Corrections and Rehabilitation (CDCR) staff and others on Departmental laws, rules, policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
25.	Monitor the Department's compliance with judgments, court orders, consent decrees, and settlement agreements, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
26.	Draft difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
27.	Analyze difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
28.	Negotiate difficult and complex Departmental contracts to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.

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29.	Triage difficult and complex legal issues from Departmental staff and others to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
30.	Serve as a liaison between trial counsel and the Department, assisting in difficult and complex litigation, to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
31.	Advise Departmental staff on difficult and complex legal issues, including Executive Staff, Boards and Commissions and others, to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
32.	Review curricula for Departmental staff trainings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
33.	Create manuals on legal issues for OLA and CDCR staff to ensure efficient and effective delivery of work product consistent with law and Departmental policies and procedures to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
34.	Work with subordinate staff who litigate cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
35.	Work with subordinate staff who negotiate cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
36.	Work with subordinate staff who draft, analyze, and/or negotiate current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.

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37.	Work with subordinate staff who testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
38.	Work with subordinate staff who prepare executive staff to testify on current or proposed legislation to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
39.	Work with subordinate staff who represent the Department at hearings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
40.	Work with subordinate staff who research legal issues to protect the legal interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
41.	Work with subordinate staff who drafts opinions on legal issues to protect the legal interests of the Department and reduce legal risk by analyzing relevant laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.
42.	Work with subordinate staff who draft responses to correspondence to present the Department's position on legal issues and reduce legal risk utilizing written advocacy skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel.