

**State of California  
State Council on Developmental Disabilities  
Office of Executive Director**

**Attorney III**

**DUTY STATEMENT**

Employee Name: <b>Natalie Bocanegra</b>	Classification: <b>Attorney III</b>	Position Number: <b>792-100-5795-001</b>
Unit: <b>Office of Executive Director</b>	Division: <b>Headquarters</b>	
Position Appointment Date: <b>April 14, 2014</b>		

**SUMMARY OF RESPONSIBILITIES**

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by federal and state law to pursue systemic change, capacity building, advocacy to promote a consumer and family-based system of services, and supports for people with developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities (self-advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. The Council and its local Area Board offices are also mandated and given more specific functions in the Lanterman Developmental Disabilities Services Act, which provides the legal foundation for services to persons with developmental disabilities in California.

The Attorney III under the general supervision and direction of the Executive Director has responsibility for the full range of legal issues and providing legal advice to staff and executive management. Duties include, but are not limited to:

**A. Description of Essential Functions:**

- 40% Researches; prepares legal opinions and/or other legal documents and provides legal advice to staff and executive management. Legal advice includes a broad array of issues including, but not limited to: rights of persons with developmental disabilities under California and federal law, contracts, personnel, conflict of interest, proposed legislation and applicable regulations. Knowledge/ experience with Public Records Act, Bagley-Keene Open Meeting Act, HIPAA and Fair Political Practices Commission.
- 20% Liaison with the Office of the Attorney General, Victim Compensation Board, SCIF, CalPERS and other public agencies regarding complex litigation matters in which the Council is involved.

**A. Description of Essential Functions (continued):**

- 20% Assists in the development and implementation of training materials and administrative policies and conducts presentations for staff and Council members.
- 10% Ensures compliance with federal and State laws, policies, regulations, and rules relating to and affecting the Council.
- 10% Ensure that the Executive Director is kept informed on relevant pending legislation, litigation and emerging issues.

**B. Supervision Received:**

The Attorney III works under the general supervision and direction of SCDD's Executive Director.

**C. Supervision Exercised:**

None.

**D. Administrative Responsibility:**

The Attorney III is responsible for all legal and policy analyses, evaluation and opinions involving the Council. The Attorney III is also responsible for the legal management of the provisions of clients' rights and volunteer advocacy services project at the developmental centers.

**E. Personal Contacts:**

The Attorney III has contact with SCDD staff and executive management, Council staff, high level staff at the DDS, Department of Social Services, and Office of the Attorney General.

**F. Actions and Consequences:**

The Attorney III exercises the highest level of legal judgment in providing legal advice to staff and executive management. Poor judgment and advice may adversely impact Council functions and operations.

**G. Job Requirements:**

The Attorney III must have membership in the State Bar of California. Also, knowledge and experience with legal research methods, legal principles and their application; scope and characteristics of California laws affecting the Council and the rights of people with developmental disabilities, as well as the California Constitution; principles of administration; fair hearing procedures and other administrative law principles; preparation of analyses and corresponding involving all legal and statutory matters; experience in the developmental services system; sensitivity to people with developmental disabilities and their families; and, general management skills are necessary.

*Robert Lewis*

*4/14/14*

Supervisor's Signature

Date

I have read and understand the duties assigned as described above.

*Marilyn Bo*

*4/14/14*

Signature of Incumbent

Date

Yes  No

Can you perform the essential functions of the position with or without reasonable accommodation?

(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Personnel Office, Reasonable Accommodation Coordinator.)