STATE OF CALIFORNIA
COMMISISON ON TEACHER CREDENTIALING

DUTY STATEMENT

CCTC-AGENCY (REV 06/11)

	RPA #	EFFECTIVE DATE:

EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial) 192-302-7500-001
DIVISION/UNIT Division of Professional Practices	CLASS TITLE CEA B

You are a valued member of the Commission on Teacher Credentialing (Commission). You are expected to work cooperatively with all employees, our customers and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

The Chief Counsel of the Commission on Teacher Credentialing (Commission) is the legal advisor who provides the Commission, the Executive Director and Commission senior staff with legal advice on a variety of matters pertaining to the Commission and its programs and operations. The incumbent also serves as chief legal advisor to two independent statutory committees, the Committee of Credentials (COC) and the Committee on Accreditation (COA). Additionally, the Counsel performs or supervises a number of functions including, but not limited to: legal research and writing of opinions; review and analysis of legislation, proposed regulations, and proposed policy changes; and, in collaboration with the California Office of the Attorney General, monitoring and managing pending litigation.

The Chief Counsel also serves as the Director of the Division of Professional Practices (DPP), managing DPP and supervising approximately 40 staff whose statewide function is to investigate allegations of misconduct against credential holders and applicants. In this capacity the incumbent has a wide variety of legal and managerial responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality, and judgment in performing all duties as well as serving as a key member of the Commission's senior leadership team.

The Chief Counsel reports to the Executive Director and independently provides legal advice to the Commission, COA and COC. The position performs or supervises the following duties:

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
35%	Consults with, advises, and assists the Executive Director, the Commission, and the COA on legal issues as they affect the overall programs and policies of the Commission; prepares formal and informal legal opinions; participates as a member of the executive management team in the development and implementation of program policies; provides legal input to the Executive Director on the Commission's programs, and on issues raised by outside constituencies, including state agencies; analyzes and responds to legal-related correspondence and telephone calls.
30%	Plans, organizes, directs and supervises the operations of the Division of Professional Practices and the Legal Office, including directing the work of a multidisciplinary legal, professional and administrative staff. DPP conducts investigations of educator misconduct throughout the state and leads the Commission's mission critical efforts in public safety. Develop, plan and implement policies, organizational structure, procedures and practices for the discipline program to meet the goals of the Commission, the COC, and the Executive

	Director. Evaluates the performance of staff; actively participates in the selection process for staff; and all other supervisory and management duties.
10%	Develops and oversees implementation of policies and procedures for the DPP; consults with stakeholders, policymakers and other state agencies to advise decision makers on a wide range of legal and administrative matters involving the discipline of persons licensed by the Commission and develops a cooperative working relationship with representatives of all levels of government, the public, and the Legislature and Executive branches. Analyzes and interprets complex legal matters and recommends effective courses of action including policy and statutory changes. Develops, reviews and utilizes various management workload reports of DPP to ensure the workload is being handled in a timely, efficient and fair manner.
10%	Consults with, advises, and provides legal guidance to the Executive Director, Commission, COA, COC and Commission staff related to statutory and regulatory requirements applicable to Commission, COC, and COA deliberations and decisions, including conflict of interest, public records, and open meeting laws.
10%	Reviews all Proposed Decisions received from the Office of Administrative Hearings pursuant to Government Code section 11517(c) for review by the Commission. Reviews and analyzes the administrative record for cases not adopted by the Commission pursuant to Government Code 11517(c)(2)(E). Represents the Commission in administrative hearings. Independently performs or manages the performance of difficult and complex research and preparation of legal arguments for litigation and related purposes. Coordinates and monitors the Office of the Attorney General regarding Commission litigation. Supervises the work of outside counsel who may be engaged by the Commission.
	MARGINAL FUNCTIONS
5%	Reviews legislation and regulations for legal and program impact; drafts legislation and regulations; provides factual information to members of the Legislature. Reviews bill analyses for program and administration policy as well as for legal issues.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Legal principles and their applications
2. Legal research methods, court procedures, rules of evidence and procedure
3. Administrative law and the conduct of proceedings before administrative bodies
4. Provisions of laws and Government Code sections administered or enforced
5. Principles of public administration, personnel management and supervision
6. The department's affirmative action program objectives
7. A manager's role in the affirmative action program and the processes available to meet affirmative action objectives.
8. Current laws and codes regarding teacher education and disciplinary practices in California
9. Administrative functions, organization and structure of Commission on Teacher Credentialing.
10. Trends and practices in the disciplinary process of teacher education
11. National and regional policies and procedures regarding disciplinary practices
12. California principles and methods of disciplinary practices for teachers

Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems
2. Present statements of fact, law and argument clearly and logically in written and oral form
3. Draft opinions, pleadings, rulings, regulations and legislation
4. Hold hearings and independently present difficult and complex cases in court
5. Plan, organize and direct the work of a staff of attorneys
6. Effectively contribute to the department's affirmative action objectives
7. Interpret and apply provisions of the California Education Code, Penal Code and the policies and regulations of the Commission on Teacher Credentialing
8. Analyze policy issues in teacher discipline
9. Analyze legislation and its fiscal impact on the Commission
10. Perform in an independent and creative manner
11. Utilize effective techniques in human relations
12. Analyze situations accurately and take effective action
13. Analyze policy issues related to the evaluation of professional practices
14. Utilize alternative approaches to the determination of program status
15. Implement data systems to improve efficiency of DPP division
16. Prepare policy recommendations, workload reports and agenda items

DESIRABLE QUALIFICATIONS

- Extensive Legal Advisor experience, include litigation, disciplinary practices and state administration.
- Knowledge and experience with professional licensure and discipline
- Knowledge of the Bagley-Keene requirements
- Executive Experience addressing policy issues with a Board or Commission
- Experience in developing and implementing policies and procedures and interpreting the Education and Penal Code.
- Proven leadership skills as evidenced in effectively resolving major organizational policy issues or problems.
- The ability to work effectively as a team with executive level staff in the development of statewide policies.
- The ability to develop cooperative working relationships with representatives of all levels of government and the public.
- The ability to write clearly and speak effectively before large and small groups.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Willing to travel
- Overtime may be necessary depending upon the situation (i.e. travel, attendance at conferences etc.)
- Requires prolonged sitting, use of telephones, and computers, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and the ability to work regular business hours between 8 am and 5 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance
- Has daily contact with Commission management and staff

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

- Three state-wide appointed bodies, the CTC, COC and COA
- CTC management and staff
- Office of the Attorney General
- Department of Finance
- California Legislature
- Educators and the Public
- Stakeholders

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

The incumbent has a very high level of responsibility for two major elements of the Commission's work, the Legal Office and the Division of Professional Practices. Failure to provide accurate and timely legal advice could result in the violation of state and/or federal laws, with potential for significant civil damages. Responsibility for the Commission's statewide program of educator discipline is a major public safety responsibility and a major safeguard for of the school children of California. The incumbent represents the CTC at the highest levels of state government.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE