

**APPENDIX L: KSAPC Inventory**

**KSAPC Statements**

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| K1.  | Extensive knowledge of legal principles and their applications to ensure that advice and recommendations, presentations, and negotiations are consistent with applicable laws, regulations and rules.   |
| K2.  | Extensive knowledge of legal research methods, to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.  |
| K3.  | Basic knowledge of California and federal law and procedure to ensure that work performed by litigation counsel is timely and appropriate.  |
| K4.  | Basic knowledge of California and federal law, and rules of evidence and procedure, to ensure that work performed by litigation counsel is protective of Departmental interests.  |
| K5.  | Comprehensive knowledge of administrative law to ensure client is receiving accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.   |
| K6.  | Basic knowledge of statutory and case law, authorities, and literature to ensure accurate legal analysis and advice; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.   |
| K7.  | <b>Basic knowledge of the California Style Manual to ensure correct presentation of written materials.</b>  |
| K8.  | General knowledge of the Department's Equal Employment Opportunity Program including regulations, processes, and objectives to promote the Department's Equal Employment Opportunity policies and goals in making hiring decisions and providing a harassment free work environment.                                    |
| K9.  | Extensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.   |
| K10. | <b>General knowledge of the principles and techniques of personnel supervision in order to supervise assigned staff.</b>  |
| A1.  | Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability. |
| A2.  | Perform difficult and complex legal research to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.  |
| A3.  | Prepare and present statements of fact, law, and argument clearly and logically in written and oral form to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.                                |

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
 STAFF COUNSEL III (SUPERVISOR)  
 JOB ANALYSIS REPORT

**KSAPC Statements**

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| A4.   | Draft complex and difficult opinions, pleadings, proposed rulings, regulations and legislation to ensure accurate advice and recommendations; to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability. |
| A5.   | Negotiate and litigate effectively in crucial matters to reduce the Department's exposure to liability.  |
| A6.   | Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others to effectively represent the Department's position and/or to bring clients to consensus.  |
| A7.   | Work effectively under pressure to ensure the timely delivery of accurate advice, recommendations and/or representation that adequately protect the Department's interests and reduce risk.  |
| A8.   | Effectively supervise the work of assigned staff in performing their assigned duties to ensure effective presentations and/or representation of the Department; and to reduce the Department's exposure to liability.  |
| A9.   | Effectively contribute to the department's Equal Employment Opportunity program by ensuring a workplace free from unlawful discrimination and harassment.  |
| PC 1. | <b>Use tact to represent the Department's position and/or to bring clients to consensus.</b>   |
| PC 2. | <b>Use assertiveness when appropriate to effectively represent the Department's position and/or to bring clients to consensus.</b>   |
| PC 3. | <b>Demonstrate the highest standards of professionalism and ethical behavior when representing the Department.</b>   |
| PC 4. | <b>Demonstrate a commitment to assume increasing responsibility.</b>   |
| PC 5. | <b>Demonstrate a willingness to work as part of a team, but also independently when appropriate.</b>   |
| PC 6. | <b>Demonstrate a reasonable, supportive, approachable and knowledgeable demeanor towards assigned staff.</b>   |
| PC 7. | <b>Demonstrate a willingness to mentor assigned staff.</b>   |
| PC 8. | <b>Demonstrate mature judgment and discretion.</b>   |