



OFFICE OF THE INSPECTOR GENERAL
Sexual Misconduct Monitoring and Investigations Team
Attorney IV
Duty Statement

Classification Attorney IV	Working Title Attorney IV
Unit/Team Sexual Misconduct Monitoring and Investigations Team (SMMIT)	Region North
Position Number 297-002-5780-600/601	Geographic Location Sacramento
Incumbent Vacant	Effective Date

SECTION A: GENERAL DESCRIPTION

Under the general direction of an Attorney Supervisor, the Attorney IV monitors, evaluates, and reports on the most difficult and sensitive California Department of Corrections and Rehabilitation (CDCR) criminal and administrative investigations related to alleged employee sexual misconduct and the litigation of employee disciplinary actions. The Attorney IV monitors and evaluates the performances of CDCR's Office of Internal Affairs (OIA) investigators, Office of Legal Affairs Employment Advocacy and Prosecution Team (EAPT) attorneys, and hiring authorities, including wardens. The Attorney IV performs OIG investigations or investigative activities concerning alleged CDCR employee sexual misconduct. The Attorney IV travels to CDCR prisons or other CDCR facilities throughout the State of California; various stakeholders offices; and Office of the Inspector General (OIG) headquarters and regional offices. The Attorney IV completes work on special projects and performs other duties as assigned.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

% of Time

40%	(E) – Monitor, evaluate, and report on CDCR's most difficult and sensitive internal investigations - including administrative investigations and criminal investigations – concerning alleged CDCR employee sexual misconduct and the litigation of employee disciplinary cases. Regularly attend meetings and consult with OIA, hiring authorities, and EAPT attorneys; monitor witness and subject interviews; monitor proceedings before the State Personnel Board; review investigative and other reports; review other legal pleadings; and travel to these events. Serve as back-up for other OIG attorneys on monitoring tasks including, but not limited to, the tasks described herein.
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30%	(E) – Regularly visit CDCR prisons and other CDCR locations and offices, by driving or air, to conduct monitoring or investigative activities; assess the performance of CDCR staff members; and meet with CDCR officials to address OIG findings or other areas of concern.
20%	(E) – Document monitoring or investigative activities; summarize the review and analyses of cases; and memorialize findings, conclusions, and any other required information in the OIG’s Tracking and Reporting System (OTRS). Ensure all entries are completed in an appropriate and timely manner. Prepare case summaries for publication. Author or compose sections of OIG public reports concerning the OIG’s monitoring of CDCR’s investigations regarding alleged employee sexual misconduct and employee disciplinary process, as well as OIG’s independent investigations regarding alleged CDCR employee sexual misconduct. Compose special reports involving a specific case, issue, trend, or problem within CDCR.
5%	(E) When authorized by the Inspector General, investigate allegations of CDCR employee sexual misconduct. Perform investigation or investigative activities in the absence of a CDCR investigation or to supplement an insufficient or inadequate CDCR investigation. These investigative activities include, but are not limited to, interviewing alleged victims, witnesses, or subjects; collecting and preserving all manner of evidence, including physical, documentary, or forensic evidence; and writing detailed and unbiased investigative reports or supplemental investigative reports.
5%	(E) – Perform administrative officer of the day duties, including responding to CDCR critical incidents or exigent cases at any time of the day or night as assigned. Attend required training or training as necessary for the performance of duties. Perform other duties as assigned.

Alternatives will be considered for an incumbent who is unable to perform the nonessential or marginal functions of the job based on a disability, as defined by the Americans with Disabilities Act.

SECTION C: SUPERVISION RECEIVED

An Attorney Supervisor supervises the Attorney IV, but the Attorney IV may receive assignments from a Chief Assistant Inspector General, the Chief Deputy Inspector General, or the Inspector General.

SECTION D: SUPERVISION EXERCISED

Not applicable.

SECTION E: OTHER INFORMATION

The Attorney IV must possess good communication skills, good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The Attorney IV has access to confidential or sensitive information and is expected to always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification