



OFFICE OF THE INSPECTOR GENERAL
Attorney Supervisor
Duty Statement

Classification: Attorney Supervisor	Working Title:
Unit/Team: Staff Misconduct Monitoring Unit South – Team 2	Team: South
Position Number: 297-004-5749-335	Geographic Location: Rancho Cucamonga, CA
Incumbent: VACANT	Effective Date: TBD

SECTION A: GENERAL DESCRIPTION

Under general direction provided by a Chief Assistant Inspector General, the Staff Misconduct Monitoring Unit Attorney Supervisor supervises Senior Assistant Inspectors General (SAIGs), Attorney IVs and Attorney IIIs who monitor California Department of Corrections and Rehabilitation (CDCR) internal investigations and corresponding employee disciplinary processes. The Attorney Supervisor supervises a team of Special Assistant Inspectors General, Attorney IVs, and Attorney IIIs who monitor the performance of Office of Legal Affairs Employment Advocacy and Prosecution Team attorneys; Office of Internal Affairs investigators; and other CDCR employees, including hiring authorities and employee relations officers, to ensure the appropriateness of policies, practices, and investigative and disciplinary decisions within the CDCR.

SECTION B: SPECIFIC ASSIGNMENTS (w/Essential (E) and Marginal (M) Functions)

*Percentage
of Time*

40%	(E) – Assigns SAIGs, Attorney IVs and Attorney IIIs to their respective prison and liaison responsibilities. Regularly reviews cases, identifies cases for monitoring, and assigns cases in his or her region. Ensures that all entries in the Office of the Inspector General's (OIG) Tracking and Reporting System for the region are done in an appropriate and timely manner and in accordance with policies and procedures. Develops expertise and remains current in the policies and practices of the CDCR, as well as the following areas of law: criminal, employment, administrative civil, and civil rights.
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30%	(E) – Regularly reviews case activity and database entries, as well as cases submitted for closure and assessment entries, by SAIGs, Attorney IVs, and Attorney IIIs in the region. Responsible for closing the cases in assigned region.
10%	(E) – Assists in developing and implementing assessment tools. Analyzes cases and monitoring data. May be assigned to compose sections for the OIG’s public reports concerning its monitoring of CDCR’s internal investigations and employee disciplinary actions.
10%	(E) – Serves as a back-up for subordinate team members on any critical monitoring tasks that team members are unable to perform, including but not limited to, monitoring interviews, the review of reports, and attendance at State Personnel Board hearings. Conduct monitoring and reporting for high-ranking CDCR employees or other highly sensitive cases in assigned region, as needed.
5%	(E) – Travels to and visits CDCR prisons, facilities, and other offices to meet with CDCR staff; assesses the performance of subordinate SAIGs, Attorney IVs, and Attorney IIIs; and address any other issues of mutual concern. Meets regularly with the regional Office of Internal Affairs special agents-in-charge, associate wardens, and captains and the regional Employment Advocacy and Prosecution Team assistant chief counsel.
5%	(E) – Completes the review of timesheets and other supervisory documents. Completes probation reports and performance appraisal summaries for subordinate team members. Meets regularly with team members. Assists and oversees the training of new employees and monitors and schedules ongoing training of team members. Attends assigned and required trainings. Travels to CDCR prisons, facilities, and offices, and to the headquarters and regional offices of the OIG. May be assigned to perform administrative officer of the day duties, including responding to critical incidents at any time of the day or night. Performs and completes 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 American with Disabilities Act.

SECTION C: SUPERVISION RECEIVED

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

SECTION D: SUPERVISION EXERCISED

The Attorney Supervisor directly supervises a team of Senior Assistant Inspectors General, Attorney IVs, and Attorney IIIs.

SECTION E: OTHER INFORMATION

The individual occupying this position must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Office of the Inspector General management needs. The individual occupying this position 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.

Employee Signature

Date

Printed Name