



OFFICE OF THE INSPECTOR GENERAL
Attorney III – Legal Services Unit
Duty Statement

Classification Attorney III	Working Title In-House Counsel
Unit/Team Legal Services Unit/Executive	Region North
Position Number 297-001-5795-XXX	Geographic Location Sacramento
Incumbent VACANT	Effective Date

SECTION A: GENERAL DESCRIPTION

With general direction provided by the Chief Counsel (Exempt), the incumbent will perform complex legal work supporting the Office of the Inspector General's (OIG) mission of providing independent oversight of the California Department of Corrections and Rehabilitation (CDCR). The incumbent will apply a high level of expertise while advising OIG supervisors and managers regarding internal personnel issues; unemployment insurance claims; workers' compensation claims; and whistleblower retaliation claims received by the OIG. The incumbent will represent the OIG in administrative and civil litigation matters as needed. The incumbent will provide legal advice and assistance to other OIG work units, including the Human Resources Unit, Information Technology Unit, and Complaint Intake Unit, among others; draft and update internal policies; respond to information requests, Public Records Act requests, and subpoenas received by the OIG, including requests for peace officer personnel records; help manage the OIG's document retention and destruction programs; draft proposed legislation; identify and analyze bills of interest to the OIG; and perform special projects as assigned by the Inspector General, Chief Deputy Inspector General, and Chief Counsel. The incumbent will independently perform complex and sensitive legal services with broad discretion and minimal supervision; and provide training to the agency on various legal, policy, and management issues.

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

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

45%	(E) Serve as in-house counsel for the OIG, advising the agency's executive management team, managers, and supervisors on legal matters that arise in the course of the agency's daily operations, including personnel matters, state employment laws and regulations, and internal OIG policies.
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	<p>Advise the Chief Counsel, Inspector General, and Chief Deputy Inspector General regarding the agency's workers' compensation claims.</p> <p>Draft personnel actions when necessary, working with agency supervisors to prepare legally sufficient notices of adverse action with supporting documentation and litigate those matters when necessary.</p> <p>Work with agency staff to gather documents and information responsive to requests from external sources, such as subpoenas and Public Records Act requests.</p>
35%	<p>(E) Respond to internal and external requests and inquiries.</p> <p>Serve as a point of contact for the Legal Services Unit for the purpose of communicating with OIG staff in other units to receive requests for legal advice or analysis, helping them resolve legal issues they encounter in their daily work. Address questions raised by Human Resources staff concerning employment laws, CalHR rules and regulations, wage and hour laws, leave laws, and other personnel and hiring issues. Address questions from the Information Technology Unit regarding state laws governing IT security and governance. Assist staff in the Complaint Intake Unit who need legal assistance to address the complaints they receive from incarcerated persons and other individuals who communicate with the OIG regarding improper governmental activities within CDCR.</p> <p>Review and analyze complaints of whistleblower retaliation submitted by CDCR employees alleging they have been retaliated against for reporting improper governmental activities.</p>
20%	<p>(E) Serve as experienced counsel, representing the OIG and/or assisting outside counsel in legal proceedings before state and federal courts.</p> <p>Prepare pleadings and legal documents, conduct legal research, attend court appearances, conduct discovery, prepare for trials and administrative hearings, and attend settlement conferences.</p> <p>Travel to and from court appearances, meetings/conferences with state, local, federal, private attorneys to resolve, litigate, and monitor cases involving the OIG or areas of interest to the OIG. Communicate with counsel regarding these cases and subpoenas served on the OIG.</p>

	<p>Monitor and apprise OIG staff of significant legislative developments. Draft and analyze proposed legislation. Facilitate communication with OIG management regarding proposed legislation, its impact, and the OIG’s recommendations.</p> <p>Assist in the management of the OIG’s document retention and destruction program.</p> <p>Perform other duties and special projects as required by the Inspector General, Chief Deputy Inspector General, and Chief Counsel.</p>
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SECTION C: SUPERVISION RECEIVED

The incumbent is supervised by the Chief Counsel but may receive assignments from the Inspector General and Chief Deputy Inspector General.

SECTION D: SUPERVISION EXERCISED

The incumbent does not supervise but may direct the work of support staff.

SECTION E: OTHER INFORMATION

The incumbent must be an active member of the State Bar of California in good standing and possess good communications skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, collaborate and work well with others, and be responsive to OIG management needs. This position has access to confidential or sensitive information and the individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times.

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

By signing this document, I acknowledge receipt and understanding of the requirements and duties of the position.

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