



**OFFICE OF THE INSPECTOR GENERAL
Attorney Supervisor
Duty Statement**

Classification Attorney Supervisor	Working Title
Unit/Team Staff Misconduct Monitoring Unit – Team 3	Region Central
Position Number 297-003-5749-XXX	Geographic Location Bakersfield, CA
Incumbent Vacant	Effective Date TBD

SECTION A: GENERAL DESCRIPTION

Under general direction provided by Attorney, Assistant Chief Counsel, the Staff Misconduct Monitoring Unit Attorney Supervisor supervises Special Assistant Inspectors General, Attorney IVs, and Attorney IIIs who monitor California Department of Corrections and Rehabilitation (CDCR) internal investigations and corresponding employee disciplinary process and 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 CDCR.

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

*Percentage
of Time*

40%	(E) – Assigns Special Assistant Inspectors General, Attorney IVs, and Attorney IIIs to their respective prison and liaison responsibilities. Reviews cases, identifies cases for monitoring, and assigns cases in assigned 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. Responsible for developing expertise and remaining current in the policies and practices of CDCR, as well as the following areas of law: criminal, employment, administrative civil, and civil rights.
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30%	(E) – Reviews case activity and database entries, cases submitted for closure and assessment entries, by Special Assistant Inspectors General, Attorney IVs, and Attorney IIIs in the region. Closes the cases in assigned region.
10%	(E) – Assists in developing and implementing assessment tools. Analyzes cases and monitors data. Composes sections for OIG’s public reports concerning its monitoring of CDCR’s internal investigations and employee disciplinary actions.
10%	(E) – Serves as a back-up on critical monitoring tasks that team members are unable to perform, including but not limited to, monitoring interviews, reviewing reports, and attending State Personnel Board hearings, as assigned. 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 the Special Assistant Inspectors General, Attorney IVs, and Attorney IIIs; and addresses other issues of mutual concern. Meets regularly with the regional Office of Internal Affairs special agents-in-charge, associate wardens, captains, and the regional Employment Advocacy and Prosecution Team assistant chief counsel.
5%	(E) – Reviews timesheets and other supervisory documents. Completes probation reports and performance appraisal summaries for 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 training, as assigned. Travels to CDCR prisons, facilities, and offices, and to the headquarters and regional offices of 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 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

The Attorney, Assistant Chief Counsel supervises 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 Special 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.

Supervisor Signature

Date

Printed Name