

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Deputy Attorney IV	OFFICE/BRANCH/SECTION Independent Office of Audits and Investigations	
WORKING TITLE Attorney IV	POSITION NUMBER 900-097-5780-XXX	REVISION DATE 5/2/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Attorney, Assistant Chief Counsel (ACC), the Attorney IV (Attorney) researches, analyzes, interprets and applies laws, court decisions, regulations and other authorities to identify and assess legal risk management, and to provide legal advice, opinions, and briefs. The Attorney handles a variety of house counsel work and oversight of litigation involving IOAI and the IG as a party. In addition, the Attorney advises and represents the IG regarding internal personnel issues. Attorneys at this level have developed extensive experience regarding audits and investigations, including specific knowledge of contract and employment law. This position requires a high degree of integrity and ethics to further the IG's goals to implement and manage an independent audit and investigation program.

CORE COMPETENCIES:

As a Deputy Attorney IV, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Integrity, Stewardship)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity, Stewardship)
- Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Innovation, Integrity, Stewardship)
- Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration, Integrity, Stewardship)
- Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Employee Excellence - Collaboration, Equity, Integrity)
- Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

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50%	E	Analyzes, drafts, responds, and/or provides legal opinions, proposed legislation, regulations, subpoenas, responses to Public Records Act requests, contracts, labor and employment actions, and training. Assists IOAI staff as needed to respond to immediate issues in a deadline driven office. Identifies legal risk, advises, and makes recommendations to the IG and IOAI staff on legal matters related to monitoring, auditing, and investigation activities. Attends meetings, conducts peer review of attorney work, and advises staff on legal opinions and decisions to promote consistency throughout the IOAI. Assists in the evaluation of ethics complaints and retaliation claims received by IOAI. Analyzes documents, reviews and edits IOAI reports and correspondence, develops strategies that best serve IOAI's interests, and provides instruction and guidance to implement IOAI strategies. Researches statutes, regulations, court decisions, administrative board decisions and other legal authorities pertinent to a particular issue or policy. Is familiar with Government Code Title 2, Division 3, Part 5, Chapter 5, sections 14460 - 14463 (including Senate Bills 1 and 87), Principles and Standards for Offices of Inspector General Guidelines and the Generally Accepted Government Auditing Standards, also known as The Yellow Book. Addresses issues related to other relevant laws, including Government Code Title 2, Division 3, Part 5, Chapter 1, sections 14110.1 – 14110.4 (Senate Bill 103).
20%	E	Serves as a legal liaison between IOAI staff and ACC, as well as other government officials, and represents IOAI's interests in such capacity. Assists in overseeing and monitoring any litigation in which the IG and/or IOAI is named as a party, including development of litigation strategy, assigning work to outside counsel or deputy attorneys general to assist in the preparation of pleadings, legal research, court appearances and settlements. Participates in the development of the Annual Risk Assessment and Audit Plan for the IOAI, as assigned. Reviews audit reports when federal or state regulations are cited to ensure proper application of the law.
10%	E	Reviews IG and IOAI delegations of authority, policies, guidelines, and procedures for legal sufficiency. Attends meetings, conferences, seminars, and legislative hearings pertaining to the administration of state and federal transportation resources. Assists in the development and review of IOAI policies, with respect to legal mandates, and reviews and drafts legislation pertaining to IOAI's statutory mandates at the direction of the ACC.
10%	E	Timely reviews California Public Records Act Requests for legal compliance and sufficiency of response and/or documents to be provided. Responds or provides recommendations on IOAI's response to correspondence or inquiries from the public, legislators, industry, or other stakeholders. Takes appropriate steps to preserve confidentiality and privileged nature of any documents, including redactions or non-disclosure pursuant to established case law and statutory authorities. Identifies and advises on avoidance of potential conflicts of interest or incompatible activities related to the IG and IOAI staff.
5%	M	Remains current on developments in particular areas of law to acquire and/or maintain expertise and knowledge. Uses appropriate time management methods to ensure work is completed properly and on time (e.g. calendaring, monitoring the status of all assignments, and anticipating future tasks). Is responsible for ensuring legal assignments, files, and calendars are kept secure and in an organized manner to promote professional and efficient work habits.
5%	M	Promotes best practices among Offices of Inspector Generals by participating in programs and events that promote the core values of Accountability, Independence, Transparency, and Excellence. Conducts special projects and other duties as assigned by the ACC.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Legal principles and practices with particular reference to employment law, State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of the Department of Transportation; law relating to public highways; Federal Highways Act and other Federal aid statutes relating to highways and state work forces; statutory authority of the IG and IOAI and related policies and procedures specific to audits and investigations; state audit and investigation requirements; California law relating to acquisition, financing, administration, health and safety, affirmative actions and labor relations and the processes utilized in governing those programs. It is helpful for applicants to possess knowledge of the administration of state and federal transportation funding by Caltrans.

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Analyze and appraise legal problems and apply legal principles and precedents to particular sets of facts; review draft documents prepared by the IG and IOAI staff for legal sufficiency; write clear and concise reports and opinions; and prepare complex legal correspondence; orally articulate legal assessments and recommendations clearly, logically, and concisely; maintain the confidence and respect of members of the legal profession and other persons; and effectively contribute to and support the statutory mandates for the IG and IOAI.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Attorney IV independently prepares legal documents, opinions, letters, and memoranda under his/her signature and is responsible for their content. Errors could cause loss of millions of dollars, undermine the statutory obligations of the IG and the IOAI, and/or result in the loss of credibility with the Legislature, Governor's Office, other public entities, and the public.

PUBLIC AND INTERNAL CONTACTS

The Attorney IV may work with all levels of staff within the program, members of the public, other governmental officials, and the media, which requires diplomacy, tact, and professionalism.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Attorney IV must be able to work appropriately and effectively under stress, manage a complex and varied workload, and meet deadlines; have the ability to work on a keyboard; and sit and focus for long periods, with or without reasonable accommodation; and develop and maintain positive cooperative working relationships. This position further requires occasional bending, stooping, and kneeling.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting and must be able to travel to meetings.

This position may be eligible for telework. The amount of telework is at the discretion of IOAI and is based on Caltrans' evolving telework policy. IOAI supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, or primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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