



Position Details

Classification:

Attorney, Assistant Chief Counsel

Office/Branch:

Legal

Working Title:

Deputy General Counsel

Location:

Sacramento

Position Number:

311-160-5871-001

HR Approval Date/Initials:

10/27/2025 SMS

**CBID/Bargaining
Unit:** M02

**Work Week
Group:** SE

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under general direction of the General Counsel, the Attorney, Assistant Chief Counsel (Deputy General Counsel) is responsible for supervising, planning, directing, coordinating, and reviewing the work of the Authority's legal staff while performing the most sensitive and complex legal work consistently with favorable results for the Authority. The Deputy General Counsel position provides analysis, advice, and representation to all levels of the Authority on a wide range of complex and sensitive legal matters affecting the policies and the administration of the Authority.

The Deputy General Counsel must be knowledgeable in the legal principles and court procedures and the rules of evidence and procedure for administrative, civil (state and federal) law and conduct of proceedings before administrative bodies, such as the Public Works Board and the State Personnel Board; and in the operation of the Bagley Keene Opening Meeting Act and the Public Records Act. The Deputy General Counsel will work with outside counsel, including the Office of the Attorney General and private law firms, to ensure complicated legal issues and litigation are effectively managed.

Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E) Plans, organizes, and directly supervises and provides guidance to the legal staff, including subordinate supervisors, of the Authority. Evaluates the performance of staff and prepares evaluations. Actively participates in the selection and hiring of staff, including working with the Authority's Human Resources Section on the recruitment process. Interprets, advises, and makes recommendations regarding statutes, administrative rules and regulations, policy development, and proposed legislation for staff and for the Board. Provides legal and policy consultation to the

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General Counsel and Authority staff regarding relevant legislation and regulations affecting the operations, structure, policies, budgets, and procedures of the Authority.

- 20% (E) Provides legal advice regarding compliance with a wide range of state and federal labor and employment laws. Researches and provides guidance and counsel regarding personnel topics such as discrimination (Title VII, FEHA), medical leave rights and benefits (FMLA and CFRA), labor and wage laws (FLSA), reasonable accommodations, and progressive discipline. Provides background, explanations, analysis, examples, and argumentation on a broad variety of personnel topics, regulations, requirements, and case law. Works closely with the Authority's General Counsel, Chief Administrative Officer, Chief of Administrative Services, the Human Resources Section, and Equal Employment Opportunity (EEO) Officer regarding personnel cases, settlements, claims, and grievances. Reviews and makes recommendations regarding internal EEO complaints and investigations, Civil Rights Department (CRD) complaints, Equal Employment Opportunity Commission (EEOC) complaints, Merit Issue Complaints, or other personnel-related complaints or grievances. Oversees litigation and represents the Authority in EEO, EEOC, or CRD related pre-litigation proceedings and mediation. Coordinates litigation efforts with the Attorney General's Office (AGO) on a case-by-case basis, as needed by caseload.
- 20% (E) Conducts ongoing research in connection with a variety of complex legal issues pertaining to the operation of the Authority. Reviews rules, regulations, and policies for legal compliance. Prepares written opinions to resolve complex, sensitive, or high-profile questions of law for staff or the Board; with the General Counsel confers and acts as a liaison with the Attorney General's Office in representing the Authority when the state is a party in litigation.
- 15% (E) Consults with the General Counsel regarding various issues and other public and private entities on highly visible and sensitive legal issues. Reviews the more complex, sensitive, high-profile contracts for compliance with law, policy, and reasonable judgment; prepares instructions regarding the preparation of contracts and ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

- 10% (E) Prepares instructions on the preparation of bids, contracts, real property transactions, insurance, claims and risk mitigation. Participates in complex, sensitive, and high-profile negotiations and prepares agreements that comport with those negotiations. Reviews and assists in development of workplace policies. Drafts and reviews documents that are directed to Authority employees such as policies, procedures, forms, and manuals to ensure they are legally compliant and help mitigate legal risks.
- 5% (M) Performs other duties as required under the direction of the General Counsel.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Type: Active Membership in The California State Bar	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Language:	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Other Special Requirements Information:

License Required - Possession of a current membership in The California State Bar.

Conflict-of-Interest (COI) - This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager - Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Manager of Contract Managers - Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies

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and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Principles of public administration, personnel management and supervision.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

Desirable Qualifications

- A member in good standing with the California State Bar.
- Experience supervising attorneys and other staff, while following human resources laws and rules.
- Experience drafting and negotiating contracts and agreements, with an emphasis on construction contracts.
- Experience working with sensitive and confidential documents, such as settlement agreements and non-disclosure agreements.
- Experience managing multiple clients and priorities.

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- Experience weighing legal, technical and political risk to provide guidance to others.
- Experience interpreting policies, procedures, rules, and/or regulations.
- Experience working with a board or other governing body.
- Possess basic computer skills, such as word processing, Internet, email.
- Works well with others, both internal and external to the organization.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Ability to develop and evaluate policy, proposed legislation and regulations, and alternative solutions affecting the operation of the Authority.
- Ability to analyze data, develop alternative solutions, and present ideas and information effectively orally and in writing.
- Ability to represent the Authority at meetings, public hearings, and other legal proceedings
- Ability to gain and maintain the confidence and cooperation of those contacted during the work.
- Ability to prioritize multiple, changing assignments within short deadlines.
- Knowledge of public contract law, environmental, real property, construction and bond law.
- Knowledge and ability to review and assist in the preparation of state contracts.
- Ability to draft statutes.
- Ability to prepare correspondence involving the explanation of legal matters.
- Ability to analyze situations accurately and recommend an effective course of action.
- Ability to use legal research tools such as Westlaw.
- Willingness to travel.
- Work well in a team-oriented environment, with strong interpersonal skills.
- Ability to communicate with a diverse community, which may involve exposure to aggressive clientele or adversarial conditions.
- Experience in personnel and employment law.

Supervision Exercised Over Others

The Deputy General Counsel will supervise the following classifications: Attorney Supervisors, Attorney Vs, Attorney IVs, Attorney IIIs, Attorneys, Staff Services Manager I, and Associate Governmental Program Analysts.

Public and Internal Contacts

Attorneys, judges, other court personnel and members of the public. Various members of the Authority (at the highest level), other state agencies, local and federal agencies. Staff of the U.S. and State Legislative Branch.

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Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Consequences of error include litigation, exposure to legal risk, financial losses for taxpayers, and political embarrassment for the Authority in the event of improper handling of duties on this largest project in the nation.

Physical and Environmental Demands

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with the Authority Board, Executive staff, office professional and support staff, consultants, the Administration, other state agencies, local and federal agencies, and members of the public, including participation at public meetings. Typical office setting is private office with support staff nearby. Appropriate business dress for the work environment.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position.
- b. Telework: Part-time telework is available for this position.
- c. Travel: The position occasionally travels statewide for meetings, negotiations, mediations, etc.
- d. Other:

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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