

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Attorney IV		WORKING TITLE Staff Attorney		
PROGRAM NAME Division of Labor Standards Enforcement		UNIT NAME Legal		
ASSIGNED SPECIFIC LOCATION TDB		POSITION NUMBER 400 – 000-5780-xxx		
BARGAINING UNIT R02	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Attorney Supervisor and with broad discretion, the Attorney IV independently performs complex, sensitive, and strategic legal work for the Labor Commissioner's Office (LCO). This senior-level attorney represents the LCO in high-impact litigation, provides subject matter expertise in labor and employment law, advises state leadership, and leads legal teams. The position involves handling matters of great difficulty, often with the potential for appellate review, and may serve as a lead attorney supervising or mentoring other legal staff.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Litigation and Legal Representation Represent the Labor Commissioner in high-stakes, complex, technical, and/or sensitive litigation in state and federal courts and administrative proceedings. This includes hearings, trials, writs, appeals, and judicial review potentially reaching the highest courts. Serve as lead attorney in cases involving wage and hour laws, field enforcement, judgements, retaliation, licensing, public works, judgment enforcement, and other matters under the LCO's jurisdiction. Prepare and file all related legal documents, including pleadings, motions, briefs, settlement agreements, discovery, depositions, subpoenas, court orders, and proposed legislation or regulations. Independently completes complex legal issues with significant department, and Statewide impact. Work in teams or independently, often leading litigation strategy, coordinating with other attorneys, outside counsel, and agency leadership.
25%	Legal Analysis, Subject Matter Expertise, and Advisory Functions Provide high-level legal advice and strategic counsel to the Labor Commissioner, program leadership, and other agencies. Analyze and resolve complex and novel legal and policy issues with broad impact. Assist with development and implementation of legal and enforcement strategies. Participate in legislative liaison work, regulation drafting, and stakeholder engagement. Collaborate with other state agencies and high-level officials to ensure legal alignment and informed decision-making. Serve as a subject matter expert in one or more core areas: Wage claims adjudication and enforcement

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	• Field enforcement and investigations • Licensing and registration • Retaliation claims • Public Works and apprenticeship • Judgment enforcement • Legislation, rulemaking, and policy development • Public Records Act and privacy-related matters
20%	Special Assignments and Public Engagement Serve as hearing officer in the most complex administrative proceedings (e.g., talent agency matters, citation appeals, debarments). Represent the LCO in interagency working groups, public meetings, and outreach events. Support the Division in special projects, including reports, legal budgets, communications, public inquiries, and policy publications.
10%	Training and Knowledge Sharing Develop and deliver specialized legal training to Division staff and external stakeholders. Prepare training materials, legal memoranda, manuals, and procedural guides. Participate in statewide legal education initiatives and programmatic knowledge sharing.
Percentage of Time Spent	Marginal Job Functions
5%	Leadership, Mentorship, and Team Oversight Act as a lead attorney or practice team lead; assign, monitor, and review work of junior attorneys and outside counsel. Provide mentorship, advisement, and professional development support to legal staff. Contribute to internal capacity-building by leading projects and supporting high-quality legal service delivery within the LCO.

Conduct, Attendance, and Performance Expectations

This position requires a high degree of professionalism, independence, organization, motivation, and productivity. The incumbent must communicate effectively both orally and in writing, as required for specific duties, including the consistent production of well-written and compelling legal pleadings and other written work product; to appear and perform competently with high expertise and professionalism in civil or administrative courts as necessary and assigned. LCO Attorney IVs independently perform the more complex and sensitive legal services with broad discretion. All attorneys within the LCO are expected to conduct themselves ethically, with integrity, to behave professionally while representing the Division and to demonstrate good judgment. Conduct shall be respectful and reflective of a professional team environment in accordance with the LCO's mission and vision. Under the Bargaining Unit 2 MOU, which applies to all attorneys in the LCO, "[e]mployees are expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities. Employees will normally average forty (40) hours of work per week including paid leave; however, work weeks of a longer duration may occasionally be necessary." The ability to maintain consistent attendance, punctuality, initiative and dependability is required.

Supervision Received

This position receives general direction from the Attorney Supervisor and may receive directions or assignments from Assistant Chief Counsel, Chief Counsel, or Labor Commissioner.

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Supervision Exercised

An Attorney IV does not supervise lower-level attorney staff but may act in a lead capacity.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

May work in high-rise buildings in downtown locations. Must work in office. Workspace is a standard office in a smoke-free environment.

Special Requirements/Other Information

Active membership in The California State Bar.

Physical Abilities

Must be able to remain stationary for at least 50% of their workday. Must be able to move or transport office items or similar weighing up to 15 pounds, and travel via land and air (including overnight travel out of town) and arrange schedules to perform duties and meet the objectives of the program.

Additional Requirements/Expectations

The Attorney IV plays a critical leadership role in advancing the mission of the Labor Commissioner's Office by handling the most complex and impactful legal matters, providing expert guidance, and supporting the professional development of the legal team. This position requires deep subject matter knowledge in labor and employment law, strong litigation skills, and the ability to navigate high-stakes legal and policy environments.

Personal Contacts

As needed, an Attorney IV will also have contact with the general public, California State and outside legal, program, court and agency staff via phone, email, in person, via presentation, video and mail. Such contact may include general, confidential, sensitive, technical and informative materials.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date



HUMAN RESOURCES OFFICE APPROVAL

RP
C&S Analyst Initials

10/27/2025
Approval Date