

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Legal Affairs		DIVISION Office of the Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Attorney IV		BARGAINING UNIT R02	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-032-5780-004		CURRENT DATE 10/10/2022			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general direction of the Assistant Chief Counsel, the Attorney IV is responsible for providing legal analysis, advice, and representation on sensitive and complex legal matters affecting the programs and policies of the California Highway Patrol. This position is the subject-matter legal expert on Tort Civil Litigation, conflicts of interest, and regulations, as well as other matters for the Office of Legal Affairs.

SUPERVISION RECEIVED

The Attorney IV reports directly to and receives the majority of their assignments from the Assistant Chief Counsel. However, direction and assignments may also come from the Chief Counsel.

SUPERVISION EXERCISED

The Attorney IV provides direction in a lead capacity to other attorneys and staff.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 50% | Acts as primary liaison with the Office of the Attorney General (AGO) on the most complex and sensitive state and federal litigation in which the Department is a party. Is subject matter expert for the AGO in developing law on excessive force, special relationships, false arrest, and other highly specialized areas of law relative to law enforcement. Develops strategy and tactics in the most complex disputes and litigation, assesses the strengths and weaknesses of cases, makes recommendations as to the appropriateness of settlements, attends trials, and represents the Department at settlement conferences as an authorized representative with settlement authority. Makes risk management recommendations from "lessons learned" as lead subject-matter expert and litigation manager in the aforementioned areas. |
| 25% | Performs legal tasks related to statewide operational, regulatory, and inspection programs involving complex state and federal legal issues, and serves as the Department's expert on all federal legal matters and on all issues where state and federal law intersect, impacting Department operations (i.e., transportation issues, medical marijuana, disasters, and homeland security). Provides legal assistance and advice on all aspects of promulgating Department regulations. Acts as primary legal counsel for operational resource issues arising for all matters pertaining to the Health and Safety Code medicinal marijuana statutes. Serves as primary legal counsel for the oversight and management of the Department's trademark and copyright efforts that protect the Department's name, logos, insignia, and other depictions from unauthorized commercial and non-commercial use. |
| 20% | Develops legal advice and recommendations on appropriate Department action relative to the Political Reform Act, including the implementing of regulations promulgated by the Fair Political Practices Commission. Oversees and monitors the drafting of the Department's Conflict of Interest Code and the bi-annual revisions thereto, as well as the legal resources in addressing and resolving questions arising under various conflict of interest statutes; this responsibility includes the corollary function of providing legal analysis and resources for the Department's Human Resources Section. Serves as the Department's Ethics Officer. |

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5%

Non-Essential Functions

Infrequent travel statewide. Other job-related duties as assigned.

TOTAL 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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