



Position Details

Classification:
Attorney IV

Office:
Legal

Working Title:
Personnel and Contract Attorney

Location:
Sacramento

Position Number:
311-160-5780-003

HR Approval Date/Initials:
2/2/2026 SMS

CBID/Bargaining Unit: R02

Work Week Group: SE

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under general direction of the Deputy General Counsel (Assistant Chief Counsel), the Attorney IV will be responsible for providing a broad spectrum of legal advice and guidance on diverse and complex legal topics related to the Authority’s high-speed rail program operations. Among other legal support, the incumbent will research, interpret and apply laws, court decisions, and other authorities to sensitive and complex issues, and provide oral and written legal advice to Authority leadership and staff. This work includes drafting and negotiating complex stipulations or agreements and completing the highly complex and sensitive legal assignments with advanced knowledge of labor and employment law, practices, and case history. The Attorney IV works in a variety of fields, including employment law, reasonable accommodation, workers compensation, discrimination, harassment, employee compensation, equal employment opportunity law, occupational health and safety, employee benefits and compensation, personal information and data privacy for workers. The Attorney IV interprets the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Fair Labor Standards Act (FLSA), Fair Employment and Housing Act (FEHA) and related agreements, such as Memoranda of Understanding (MOU) to provide high-quality counsel and advice regarding Authority personnel matters. The Attorney IV also manages other Authority-specific cases regarding construction, procurement, conflict of interest, etc. The incumbent works closely with private outside counsel, Legal Office management, and the Attorney General’s Office on litigation and alternative dispute resolution.

Duties

Percentage

Essential (E)/Marginal (M)

- 40% (E)
 - Provides written and oral legal advice on, drafts and edits, negotiates, and otherwise assists Authority staff with complex or sensitive contracting, procurement, real property, third parties,

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construction, conflicts of interest, Public Records Act, operational, governance, funding, and other issues. Provides sound advice that takes into account applicable legal, political and practical matters. Represents the Authority in negotiations involving the foregoing issues and prepares more complex or sensitive agreements that comport with all applicable laws, Authority policies and procedures, and, as applicable, negotiated terms. Prepares instructions regarding preparation of contracts and reviews more complex and/or sensitive contracts and procurements for compliance with all applicable laws, policies and procedures.

- Prepares and interprets or assists in the preparation and interpretation of legal documents for the Authority's program. Develops and reviews complex Authority contracts for compliance with law, policy and reasonable judgment.

25% (E)

- Provides legal advice to clients orally and in writing regarding compliance with a wide range of state and federal labor and employment laws. Researches and provides written and oral advice regarding personnel topics such as discrimination (Title VII, FEHA), medical leave rights and benefits (FMLA and CFRA), labor and wage laws (FLSA). Provides the Authority with background, explanations, analysis, examples, and legal support for a broad variety of personnel topics, and legal and regulatory requirements.
- Works closely with the Authority's Deputy General Counsel, General Counsel, Chief Administrative Officer, Chief of Administrative Services, the Human Resources (HR) 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, EEO 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. Oversees and coordinates with outside counsel providing litigation advice and support on EEO, EEOC and CRD matters. Advises Authority leadership on sensitive employment decisions including hiring, promotions, merit-based hiring principles, and other personnel and employment-related matters to ensure legally sound practices and minimize risk.
- Represents the Authority in, and provides advice to the Authority on, settlement discussions and negotiations with a wide variety of stakeholders in personnel matters and cases, workers

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compensation and EEO claims, cases and mediations, and performance-related administrative hearings for the successful resolution of employment disputes.

- Review and advise the Authority on the legal impacts of various memoranda of understanding and agreements related to employment, wages, or employee rights, and support Authority compliance with such requirements.
- Represent Authority in resolving disputes or grievances that arise related to the interpretation of or compliance with a bargaining unit MOU.

20% (E)

- Reviews and assists in development of workplace policies and procedures on a wide variety of topics. Drafts and reviews sensitive or complex 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.
- Prepares the Authority's response to employee appeals of formal actions at the Department of Human Resources (CalHR), State Personnel Board (SPB), and evidentiary and investigatory hearings. Prepares oral arguments of facts, law, and argument about the Authority's action before a administrative law judges.
- Works with outside counsel to prepare written responses to discovery requests and issue and serve subpoenas. Negotiates, writes, and obtains approval from all required parties (Authority leadership, SPB, CalHR, appellants, their representatives, etc.) for settlement agreements or other employment and personnel-related agreements.
- Collaborates with other public agencies and departments, private entities, contractors and consultants, employees and individuals on behalf of the Authority and in alignment with all laws and other requirements to effectively represent the Authority.
- Excellent understanding of Authority programs, and State of California employment, personnel, contracting and other laws, regulations, employment and hiring processes and policies to provide top-quality advice and other support for business and administrative matters.

10% (E)

- Advises and guides the Authority on its legal obligations and liability issues in the interactive process, reasonable accommodations, and other employee and consultant medical matters. Provides advice and guidance regarding challenging medical leave, fitness for duty, and FMLA or CFRA situations. Utilizes case history and remains current on changes in the law to provide expert counsel on personnel and employment matters to the Authority's Human Resources Section.

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- Represents the Authority in workers compensation settlements, or hearings.
- Performs a variety of complex legal support services including research and analysis, and written and oral legal advice, on laws, regulations, rules, court decisions, and administrative actions that impact the implementation and operation of the Authority's high-speed rail program, including contracting, procurement, governance, funding, planning, and construction.

5% (M)

- Performs other job-related duties as directed by Legal Office management.

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 type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Other Special Requirements Information:

License – 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.

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.

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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 and, commissions; independently present difficult and complex cases before administrative bodies.

Desirable Qualifications

- Strong written and oral communication skills.
- Ability to conduct legal research and writing, sometimes under short deadlines.
- Experience drafting legal documents such as legislation, regulations, or similar documents.
- Ability to draft case documents such as notices, pleadings, legal opinions, settlements, and similar documentation.
- Ability to exercise a high degree of initiative, flexibility, judgment, and confidentiality.
- Ability to operate independently, but with the judgment to know when to ask for assistance and guidance from a supervisor or colleague.
- Ability to represent the Authority in dealings with other government agencies and private entities in a way that reflects well on the Authority.
- Dependable, punctual, excellent attendance.
- Knowledge of the Authority organization, operations, and relevant policy issues.
- Ability to prepare correspondence involving inclusion of recommendations for effective courses of action.
- Exercise good judgment and calm professionalism in all situations.
- Ability to maintain the confidentiality of private information.
- Experience with and knowledge of state functions.
- Experience providing legal advice to transportation or large-scale construction contracts.
- Experience drafting, reviewing and revising contracts.
- Ability to negotiate and build relationships with individuals, private entities, and other public entities.
- Experience presenting opinions, ideas or advice in front of numerous individuals.
- Experience advising high-level government or corporate employees/officials.

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- Ability to balance priorities from numerous clients regarding an array of subjects and successfully meet deadlines.
- Extensive experience working with California civil service personnel laws in areas including CFRA, FMLA, reasonable accommodations, and EEO.
- Knowledge of workers compensation laws and the ability to provide sound legal guidance on such cases.
- Ability to perform work on and successfully manage a broad variety of legal matters.

Supervision Exercised Over Others

The Attorney IV does not supervise.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies and other government agencies, outside counsel and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee..
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: The position occasionally travels statewide for meetings, negotiations, mediations, etc.
- d. Other: N/A

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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 employee named above.

Supervisor Printed Name:	Signature:	Date:
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