

**DUTY STATEMENT**

DS 3022 (5/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
OPERATIONS  
LEGAL AFFAIRS DIVISION****DUTY STATEMENT****JOB TITLE:** Attorney IV**POSITION #:** 472-543-5780-008**WORKING TITLE:****EMPLOYEE:**

**POSITION DESCRIPTION:** Under the general direction of the Chief Counsel, and Assistant Chief Counsels, the Attorney IV, using broad discretion and working independently, will serve as the Department of Developmental Services (Department) subject matter legal expert of the California Public Records Act (PRA).

Core responsibilities include review of complex PRA requests, analysis of applicable legal objections and exemptions to document requests, de-identification and legal review of data extractions prior to production of records, lead training to regional center and Department staff, the Executive team and other communities and analyzing statutory changes applicable to data and information disclosure. The Attorney IV will collaborate with the Department's Information and Technology Division and other program staff regarding the foregoing duties. The Attorney IV will communicate with Executive team, the Health and Human Services Agency, and the Governor's office (as necessary) regarding high-profile PRA matters. The Attorney IV will collaborate with the Office of the Attorney General and regional center counsel (as necessary) in defending the Department in lawsuits brought under the PRA.

The Attorney IV will also serve as lead or assist in complex issues facing the Department, including but not limited to, review of subpoenas and ensuring appropriate compliance, representing the Department in Superior Courts in conservatorship matters and matters before administrative bodies, reviewing and drafting opinions in administrative appellate reviews, handling transactional matters, and advising on admissions to Department facilities for competency treatment or acute crisis care.

**SUPERVISION EXERCISED:** The Attorney IV does not directly supervise any staff but may act in a lead capacity with an Attorney III or Attorney, and/or other clerical staff.

**SUPERVISION RECEIVED:** Reports directly to the Chief Counsel and Assistant Chief Counsels.

**EXAMPLES OF DUTIES:**Essential Job Functions:

60% Serve as the Department's PRA expert. Specific tasks shall include, but not be limited to, the following. Provide advice to Department and regional center staff in responding to complex or high-profile PRA requests, including PRA requests subject to media inquiries or anticipated litigation; work with the Department's Information

and Technology Division staff and the Privacy Officer on complex PRA requests involving data extractions, including review and advice on exemptions, and the necessary redaction and disclosure in response to PRA requests; and communicate with the Department's Executive team, the California Health and Human Services Agency, and/or Governor's office about high-profile PRA requests to Department and/or the regional centers, including those that may involve deliberative process protected information and media inquiries. Serve as lead in educating and training the regional centers, other communities, and the Department Executive team and program staff on the PRA and confidentiality laws, including relevant statutory changes and new case law. Develop PRA resources, guidelines, and training materials to ensure consistent practices concerning the handling of PRA requests, the PRA process, and safe-harbor redaction of confidential information, as well as develop data and record retention and management practices and policies for use by Department and/or regional centers. Serve as lead in reviewing or drafting proposed statutory changes and regulations; mentor Office of Legal Affairs staff, including attorneys, on PRA requirements, including recent statutory changes and case law updates, and relevant Department policies and procedures related to the PRA; monitor and work with the Office of the Attorney General regarding litigation against the Department brought under the PRA, including engaging in discovery, meeting with counsel to confer on pre-trial motions and stipulations, attend settlement conferences, depositions, or court hearings.

- 25% Serve as lead or assist in a variety of complex issues facing the Department. Specific tasks shall include, but not be limited to, the following. Represent and advocate for the Department in Superior Courts in conservatorship matters and hearings related to commitment of criminal defendants for competency evaluations to a Department facility, and collaboratively work with Department attorneys, administrators, managers, supervisors, investigators and employees, and those at other State agencies, including the Office of the Attorney General as appropriate. Represent and advocate for the Department in complex administrative matters before administrative bodies such as the State Personnel Board and Office of Administrative Hearings; and review and draft opinions in administrative appellate reviews filed under the Lanterman Developmental Disabilities Services Act and its regulations. Advice on transactional matters involving the Department, such as contracts, bill analysis, regulations, real estate and housing, record preservation, and in-house counsel support and legal advice.
- 10% Serve as the Attorney of the Week (AOW) on a rotating basis. The AOW is responsible for handling subpoenas and other legal documents served on the Department, its Director, managers, and employees acting in their official capacity. The AOW also responds to phone inquiries from other government agencies, attorneys, and members of the public. In the absence of the Chief Counsel and Assistant Chief Counsels, serve as the Acting Chief Counsel and perform all duties associated therewith.

Marginal Job Functions:

- 5% Perform various administrative functions as directed by the Chief Counsel or

Assistant Chief Counsels and attend legal training courses on complex legal topics. Other duties as assigned within the scope of the classification.

**WORKING CONDITIONS:** Moderate to occasional daytime and overnight statewide travel may be required. Transport legal files and documents, as needed, to locations inside and outside the normal worksite for hearings and meetings. File boxes of documents may weigh up to 25 lbs. each and a file may constitute more than one box. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: Conducting legal research and preparing all products, Timely open and close assigned cases and maintain case files on all assigned matters. Submit updated monthly reports to the Chief Counsel and Assistant Chief Counsels.

Ability to: Interact independently, professionally, and courteously with departmental Executive team and multiple program managers while performing multiple tasks that often require stringent deadlines; communicate effectively in writing and audibly in person, through the use of documents and electronic devices. Proficient in Microsoft Word, Outlook, Westlaw, Abode, and all other computer tools, programs, or systems utilized by the Office of Legal Affairs, handle multiple tasks and effectively prioritize workloads.

**CERTIFICATION OR LICENSE:** Active membership of the California State Bar

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.