



Position Details

Classification:
Attorney V

Office:
Legal

Working Title:
Attorney V

Location:
Sacramento

Position Number:
311-160-5781-001

HR Approval Date/Initials:
04/20/2026 MP

CBID/Bargaining Unit: R02

Work Week Group: SE

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under general direction of the Assistant Chief Counsel, the Attorney V works on the most difficult and complex legal assignments. This position studies, interprets, and applies laws, court decisions, and other authorities; provides oral and written advice regarding multifaceted legal issues to staff and executive management; drafts and negotiates complex and significant contracts and agreements; works with broad discretion and independence and is expected to have the highest level of knowledge and expertise in the most complex areas of the law within one or more of the following subject matters: construction, procurements, public works, design/build, infrastructure, contracts, condemnation and inverse condemnation, real property, funding and financing, environmental and land use, personnel/employment, open meetings, public records, conflicts of interest, governance, state legislation, and state and federal laws and regulations. Attorneys at this level are recognized as having an exceptional level of expertise that distinguishes such person in a special field of knowledge and will serve as the Legal Office’s top expert in that field. Work at this level involves innovative theories, practices of law, and specialization in an area of law overseen by or involving the Authority and requires contact with the Legislature, high-level Governor appointees, constitutional officers, Board members, local officials, and/or the public. This position also works closely with, and directs, private outside counsel and the Attorney General’s Office regarding legal advice and litigation.

Duties

Percentage
Essential (E)/Marginal (M)

- 35% (E)
 - Prepares expert level analysis and advice, often in writing, to the Authority’s executive management and staff regarding the legal effect of laws, regulations, rules, court decisions, and administrative actions on the most complex issues related to

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implementation of the high-speed rail project in all areas, including contracting, conflicts of interest, governance, construction, real property, eminent domain, funding, environmental compliance, and planning.

- 30% (E)
- Prepares and interprets legal documents and instructions concerning the most complex areas of law involving procurement solicitations, bids, contracts, real property transactions, and risk mitigation relative to the operation of the Authority. Leads sensitive and high-profile contract negotiations. Develops and reviews Authority contracts for compliance with law, policy, and reasonable judgment. Reviews and evaluates contract dispute and claims issues. Conducts ongoing legal research in connection with a variety of complex and difficult legal issues affecting the operation of the Authority. Writes and reviews proposed legislation and provides legal assistance to the Legislative Office to address strategic needs or operational issues. Independently prepares correspondence to outside entities (e.g. opposing counsel, the Legislature, high-level Governor appointees, constitutional officers, Board members, and/or the general public).
- 20% (E)
- Represents the Authority in various legal matters and transactions with public and private entities. Represents the Authority in front of Boards or administrative decision makers such as the State Public Works Board, the California State Water Board, and the State Personnel Board. Analyzes and appraises difficult legal problems and applies legal principles and precedents to particular sets of facts. Plans and directs a program of complex legal work and acts in a lead capacity over other professional staff to protect the legal interests of the Authority and reduce legal risk utilizing oral or written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Authority policies and practices. May provide training to Authority executive management or staff and serve as a team leader or mentor over a small group of attorneys or other legal staff.
- 10% (E)
- Manages, directs, advises, and works closely with outside counsel providing the most complex litigation and other legal services to the Authority.
- 5% (M)
- Performs other job-related duties as assigned.

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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: 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 – Active 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).

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.

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;

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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.

The highest degree of these “Knowledge and Abilities” is required at the Attorney V level.

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 contracts.
- Experience practicing law in a governmental setting or advising governmental employees on legal matters.
- 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.
- Experience with state functions.
- Experience as the lead member of a team of attorneys (in-house or outside counsel).
- Experience drafting and negotiating contracts.
- Demonstrated ability to manage multiple clients and priorities.
- Experience working with a board or other governing body.
- Ability to present information and advice to executive level staff.
- Demonstrated knowledge of the legal issues related to large infrastructure projects (particularly transportation projects).
- Experience researching unique and novel issues of law.
- Experience weighing legal, technical, and political risks.

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Supervision Exercised Over Others

The Attorney V does not supervise but acts in a team lead capacity with other staff.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, executives, consultants, vendors, contractors, staff and attorneys at other state agencies, Legislature, high-level Governor appointees, constitutional officers, Board members, local officials, private outside counsel, Attorney General's Office, 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

Work at this level involves innovative theories, practices of law, and specialization in an area of law overseen by or involving the Authority. 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. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, contractual provisions, policies or procedures. Such failures could lead to loss of funding, contractual damages, audit findings, adverse judgements, and other negative consequences. 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 incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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