

Civil Service Classification

Attorney IV

Position Number

397-101-5780-008

The Attorney IV will work with broad discretion and independence to reach cure determinations in the most sensitive and complex cases within both processes, often involving novel issues regarding PAGA claims and the implementation of the PAGA cure process, an emerging area of law. The Attorney IV also will provide highly specialized guidance to assist with PAGA reform implementation and oversee and coordinate the work of PAGA Unit attorneys and staff within the Department of Industrial Relations' Division of Labor Standards Enforcement and Division of Occupational Safety and Health, including on sensitive and difficult litigation.

Incumbents are seasoned attorneys who have developed expertise in wage and hour law, administrative and civil litigation, with demonstrated ability to independently and effectively analyze and assess legal issues, exercise broad discretion, prudence and good judgment and have a command of the Labor Code, including PAGA and Industrial Welfare Commission Wage Orders.

Percentage of Duties	Essential Functions
40%	<u>Small employer cure proposals and conferences (complex process)</u> : Review, analyze, and evaluate cure proposals in the most sensitive and complex cases; collaborate and advise relevant PAGA unit staff to determine sufficiency of proposed cure, need for additional information and whether a cure conference is necessary; make preliminary determination if cure is facially sufficient; and communicate with parties orally and in writing. Review pre-conference submissions and prepare for conferences, including collaboration with relevant PAGA Unit staff. Conduct cure conferences with employers and aggrieved employees and their representatives; facilitate communications between the parties to discuss cure proposals; and negotiate with parties toward a mutually agreeable resolution where possible.
25%	<u>Oversight and implementation</u> : Assist in implementation of PAGA cure processes; conduct legal research and provide highly specialized guidance on novel and complex issues regarding PAGA to the Deputy Secretary and Attorney Supervisor; assist with PAGA rulemaking; review and analyze proposed legislation relating to PAGA. Oversee and coordinate legal work of the PAGA Unit within Department of Industrial Relations' Division of Labor Standards Enforcement and Division of Occupational Safety and Health in complex, sensitive, or high profile cases, including review of PAGA notices, employer responses, and investigations; advise PAGA attorneys and staff in matters selected for investigation; review, evaluate, and advise staff regarding litigation involving claims under PAGA, including civil litigation, appellate proceedings, and review and approval of settlement agreements to ensure compliance with PAGA. Develop and participate in education, outreach activities and/or training. Attend LWDA-wide activities including staff meetings.
20%	<u>Small employer cure review and verification</u> : Draft and issue cure plans; communicate with parties regarding cure requirements; review employer cure notices and supporting documentation; verify cure compliance and completion and collaborate with relevant PAGA Unit staff regarding cure compliance. Meet PAGA statutory timelines and LWDA protocols for verifying cures; draft and issue cure determinations consistent with the Labor Code and LWDA procedure.
10%	<u>Wage statement cures</u> : Review, analyze, and evaluate employer cure notices for wage statement violations, as well as employee notices disputing wage statement cures, involving especially sensitive or complex issues. Draft wage statement cure determinations consistent with the Labor Code and LWDA procedure and collaborate with relevant PAGA Unit staff regarding cure compliance. Meet PAGA statutory timelines and LWDA protocols for issuing cure determinations and verifying cures.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.

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4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input checked="" type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: <i>(List total per each classification of staff)</i>		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name: Anna Kirsch		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	PMG Analyst Initials	Date Approved
	HV	6/8/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File
- Provide a copy to the employee
- File original in the supervisor's drop file