
Position Details**Classification:**

Attorney Supervisor

Office:

Legal

Working Title:

Attorney Supervisor

Location:

Sacramento

Position Number:

311-160-5749-002

HR Approval Date/Initials:

06/15/2026 MP

CBID/Bargaining

Unit: S02

Work Week

Group: SE

Tenure:

Permanent

Time Base:

Full-time

Job Description Summary

Under general direction of the Assistant Chief Counsel (Deputy General Counsel), the Attorney Supervisor is responsible for supervising, planning, directing, coordinating, and reviewing the work of a subset of the High-Speed Rail Authority's (Authority) legal staff while performing the most sensitive and complex legal work consistently with favorable results for the Authority. The Attorney Supervisor position provides legal analysis, advice, and representation to all levels of the Authority on a wide range of complex and sensitive legal matters affecting the policies and the administration of the Authority, specifically in areas related to government contracts and procurements and environmental or construction matters.

The Attorney Supervisor must be knowledgeable regarding general legal principles, legal research methods and performing research; legal principles and their application; scope and character of California and federal Constitutional, statutory and common law and rules; rules of professional conduct, and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. The Attorney Supervisor must be knowledgeable in the operation of the Bagley Keene Opening Meeting Act and the Public Records Act. The Attorney Supervisor will work with outside counsel, including the Office of the Attorney General and private law firms, to ensure complicated legal issues and litigation are effectively managed.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E)

- Plans, organizes, directly supervises, and provides guidance to the legal staff of the Authority. Evaluates the performance of staff and prepares evaluations. Actively participates in the selection

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and hiring of staff, including working with the Authority's Human Resources Section on the recruitment process.

- Interprets, advises, and makes recommendations regarding statutes, administrative rules and regulations, policy development, and proposed legislation for staff.
- Provides legal and policy consultation to the Deputy General Counsel, General Counsel, and Authority staff regarding relevant legislation and regulations affecting the operations, structure, policies, budgets, and procedures of the Authority, specifically in areas of supervision.

- 25% (E)
- Conducts ongoing research in connection with a variety of complex legal issues pertaining to the operation of the Authority, including those pertaining to the areas of supervision. Reviews rules, regulations, and policies for legal compliance.
 - Prepares written opinions to resolve complex, sensitive, or high-profile questions of law for staff or the Board. Together with the Deputy General Counsel and General Counsel, confers and acts as a liaison with the Attorney General's Office and other outside counsel in representing the Authority when the state is a party in litigation.
- 20% (E)
- Consults with the Deputy General Counsel and/or General Counsel on a variety of highly visible and/or sensitive legal issues involving other public and private entities.
 - Reviews the more complex, sensitive, and high-profile contracts for compliance with law, policy, and reasonable judgment and 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) the California Government Code (GC) and other applicable law and policy.
- 10% (E)
- Prepares instructions on the preparation of bids, contracts, insurance, claims and risk mitigation.
 - Participates in complex, sensitive, and high-profile negotiations and prepares agreements that comport with those negotiations.
- 5% (M)
- Performs other duties as required under the direction of the Deputy General Counsel.
 - Occasional statewide travel for meetings, negotiations, and mediations.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☒ No ☐ Type: California State Bar	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒ Language:	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
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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. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

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

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

Desirable Qualifications

- Active member in good standing with the California State Bar.
- Experience practicing law in a government setting or advising government employees on California state law and functions.
- Experience advising clients on and/or litigating matters involving construction, land use, environmental, bond, real property, and third-party matters.
- Knowledge of the specific legal issues related to large infrastructure and transportation projects.
- Experience drafting, reviewing, negotiating, and preparing state and standard contracts.
- Ability to draft statutes and evaluate policies, proposed legislation, and regulations affecting the Authority.
- Experience working directly with, and presenting information to, a board, governing body, or executive-level staff.
- Proficiency in using legal research tools like Westlaw to investigate unique and novel issues of law.
- Experience weighing legal, technical, and political risks to develop alternative solutions for complex governmental and managerial problems.
- Ability to reason logically, analyze situations accurately, and diagnose complex data to recommend effective courses of action.
- Experience handling and working with sensitive and confidential documents.
- Experience advising and guiding clients on complex legal issues and procedures and documenting those recommendations.
- Ability to represent the Authority effectively (orally and in writing) at meetings, public hearings, and legal proceedings.
- Strong interpersonal skills to work well in team environments and gain the confidence of internal and external contacts.
- Ability to communicate with a diverse community, including exposure to aggressive clientele or adversarial conditions.
- Ability to prepare correspondence that clearly explains complex legal matters.

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- Experience supervising, managing, leading, or evaluating the work of attorneys and administrative personnel.
- Ability to prioritize multiple clients and changing assignments within short deadlines.
- Possess basic computer skills (word processing, internet, email) and a willingness to travel.

Supervision Exercised Over Others

The Attorney Supervisor will supervise some or all of the following classifications: Attorney IVs, Attorney IIIs, and Attorneys.

Public and Internal Contacts

Attorneys, judges, other court personnel and members of the public. Various members of the Authority (at the highest level), other state agencies, local and federal agencies, and staff of the U.S. and State Legislative Branch. 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 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 may have a significant impact on the internal and external operations of the Authority. Successful performance of the above-listed duties is essential to ensure that legal matters are resolved in an efficient and effective manner. Failure to perform these duties effectively could result in liability, litigation, and additional costs to the state to complete the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties and be able to maintain attorney-client confidentiality.

Physical and Environmental Demands

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with the Authority Board, Executive staff, office professional and support staff, consultants, the Administration, other state agencies, local and federal agencies, and members of the public, including participation at public meetings. Appropriate business dress for the work environment.

While working on-site, employee will work in a climate-controlled office under artificial light. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Employees may be required to travel outside of their workstation to perform general tasks.

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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: This position occasionally travels statewide for meetings, negotiations, mediations, etc.
- d. Other: N/A

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:

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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