
Position Details**Classification:**
Attorney IV**Office/Branch:**
Legal**Working Title:**
Attorney IV**Location:**
Sacramento**Position Number:**
311-160-5780-805**HR Approval Date/Initials:**
07/10/2026 MP**CBID/Bargaining
Unit:** R02**Work Week
Group:** SE**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under general direction of an Attorney Supervisor at the California High-Speed Rail Authority (Authority), at the advanced journey level, the Attorney will be responsible for independently providing a broad spectrum of legal advice on more complex and diverse legal activities regarding the Authority's operations and objectives. The incumbent will complete more complex and sensitive assignments and provide legal advice and guidance by utilizing California statutory and regulatory authority related to the more complex legal issues pertaining to construction, procurements, contracts, conflicts of interest, the Public Records Act, and other matters pertaining to the Authority's operations and implementation of the California high-speed rail system. The incumbent works closely with, and directs, private outside counsel and the Attorney General's Office regarding legal advice on unique, complex issues and litigation.

Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E)
 - Prepares analysis and advice, often in writing, and other legal support services to the Authority's management and staff regarding the legal effect of laws, regulations, rules, court decisions, and administrative actions on more complex or sensitive issues related to implementation of the high-speed rail system and program, including construction, procurement, contracting and conflicts of interest.

- 30% (E)
 - Prepares or assists in the preparation and interpretation of legal documents and instructions for areas that include procurement solicitations, bids, contracts, construction claims, insurance, indemnification, operational issues, and risk mitigation related to

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the operation of the Authority. Participates in the more complex or sensitive contract negotiations and dispute resolutions. Develops and reviews more complex Authority contracts for compliance with law, policy and reasonable judgment. Reviews, evaluates and makes recommendations to clients on more complex or sensitive contract disputes and claims. Conducts ongoing legal research and analysis in connection with a variety of the more complicated or challenging legal issues affecting the operation of the Authority.

- 30% (E) • Represents the Authority in various, more complex or sensitive legal matters and transactions with public and private entities. Analyzes and appraises more complex legal problems and applies legal principles and precedents to particular sets of facts. Plans and directs a program of more complex or sensitive legal work.
- 5% (E) • Manages and coordinates with outside counsel providing litigation and other unique and complex legal services to the Authority. Performs other job-related duties as assigned.
- 5%(M) • Other duties as assigned.
• Occasional travel statewide for meetings, negotiations, mediations, etc.

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 ☒	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.

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- *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; 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.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

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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 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 that includes recommendations for effective courses of action.
- Exercise good judgment and calm professionalism in all situations.
- Experience with and knowledge of state functions.
- Experience providing legal advice to transportation or large-scale construction contracts.
- Experience drafting, reviewing, and revising contracts.
- Experience working in a fast-paced environment with multiple conflicting priorities.
- Ability to negotiate and build relationships with stakeholders and private and public entities.
- Ability to build and maintain good working relationships with clients at all levels, colleagues, stakeholders, and others inside and outside of the organization.
- Experience presenting opinions, ideas or advice to, and in front of, numerous individuals.
- Experience advising high-level government or corporate employees/officials in legal matters.
- Ability to communicate complex legal information to clients and other parties.
- Ability to weigh legal, technical, and political risks to provide recommendation and guidance to clients.
- Ability to balance priorities from numerous clients regarding an array of subjects.

Supervision Exercised Over Others

The Attorney IV does not supervise others but may act in a team lead capacity or provide technical guidance to others.

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

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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 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, multi-task, 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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Acknowledgement 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.)

Employee Printed Name:	Signature:	Date:

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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dispute resolutions. Develops and reviews complex Authority contracts for compliance with law, policy and reasonable judgment. Reviews, evaluates and makes recommendations to clients on contract disputes and claims. Conducts ongoing legal research and analysis in connection with a variety of complicated or challenging legal issues affecting the operation of the Authority.

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- 5% (E) • Coordinates with and oversees outside counsel providing litigation and other unique and complex legal services to the Authority.
- 5% (M) • Other duties as assigned.
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Special Requirements

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Other Special Requirements Information:

License Required – Active membership in The California State Bar.

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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; 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.

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- Experience presenting opinions, ideas or advice to, and in front of, numerous individuals.
- Experience advising high-level government or corporate employees/officials in legal matters.
- Ability to balance priorities from numerous clients regarding an array of subjects.
- Ability to communicate complex legal information to clients and other parties.
- Ability to weigh legal, technical, and political risks to provide recommendation and guidance to clients.

Supervision Exercised Over Others

The Attorney III does not supervise staff.

Public and Internal Contacts

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- 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:
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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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