



OFFICE OF THE INSPECTOR GENERAL

Attorney IV

Duty Statement

Classification Attorney IV	Working Title
Unit/Team Staff Misconduct Monitoring Unit/Team 3	Region North
Position Number 297-002-5780-XXX	Geographic Location Sacramento
Incumbent Vacant	Effective Date

SECTION A: GENERAL DESCRIPTION

Under the general direction of an Attorney Supervisor, the Attorney IV will assess, review, and report on the most difficult and sensitive internal investigations and the litigation of employee disciplinary actions that occur within the California Department of Corrections and Rehabilitation (CDCR). The incumbent will monitor the performance of CDCR's Office of Internal Affairs investigators, Employment Advocacy and Prosecution Team (EAPT) attorneys, and hiring authorities to recommend the appropriateness of CDCR's policies, practices, and disciplinary systems.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

% of Time

45%	(E) – Assess, monitor, and report on CDCR's most difficult and sensitive internal investigations - including administrative investigations, criminal investigations, and investigations arising from staff misconduct complaints and other grievances - and the litigation of employee disciplinary cases. Regularly attend meetings and consult with OIA, the hiring authorities, and EAPT attorneys; monitor witness and subject interviews; monitor proceedings before the State Personnel Board; review investigative and other reports; review other legal pleadings; and travel to these events. Regularly check statute of limitations dates and the ongoing progress on pending cases to monitor timely completion. Serve as back-up for OIG attorneys on monitoring tasks including, but not limited to, the tasks described herein.
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30%	(E) – Regularly visit CDCR prisons and other CDCR locations and offices, by driving or air, to conduct monitoring activities; assess the performance of CDCR staff members; and meet with CDCR officials to address findings or other concerns related to policy, procedure, training, or other areas of mutual concern.
20%	(E) – Document monitoring activities; summarize the review and analyses of cases; and memorialize findings, conclusions, and any other required information in the OIG’s Tracking and Reporting System (OTRS). Ensure all entries are completed in an appropriate and timely manner. Prepare case summaries for publication. Author or compose sections of OIG public reports concerning the OIG’s monitoring of CDCR’s internal investigations, employee disciplinary process, and related issues. Author or compose special reports involving a specific case, issue, trend, or problem within CDCR.
5%	(E) – Perform administrative officer of the day duties, including responding to critical incidents at any time of the day or night, as assigned. Attend training necessary for the performance of duties. Perform other duties as assigned.

SECTION C: SUPERVISION RECEIVED

An Attorney Supervisor supervises the Attorney IV, but the Attorney IV may receive assignments from an Attorney ACC, Chief Deputy Inspector General, or the Inspector General.

SECTION D: SUPERVISION EXERCISED

Not applicable.

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information and is expected to always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification