

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Legal Affairs		DIVISION Office of the Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Attorney IV		BARGAINING UNIT R02	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-032-5780-001		CURRENT DATE 07/23/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☒ YES ☐ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION
Under the general direction of the Assistant Chief Counsel, the Attorney IV is responsible for independently performing the most complex and sensitive legal work consistently with favorable results for the Office of Legal Affairs. As lead Investigations Counsel, this position provides legal analysis, advice and representation on a wide range of complex and sensitive legal matters affecting the policies administration of the California Highway Patrol and represents the Department before the State Personnel Board (SPB). Limited travel throughout the state in performing all duties.

SUPERVISION RECEIVED
The Attorney IV reports directly to and receives the majority of their assignments from the Assistant Chief Counsel. However, direction and assignments may also come from the Chief Counsel.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Limited travel throughout the state in performing all duties.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
50%	Acts as the lead subject-matter expert to executive and command personnel throughout the Department by providing legal consultation, advice, and assistance for the most complex, and/or sensitive legal issues surrounding internal and external investigations, including personnel actions, decisions, and policies; and administrative and criminal search warrants; whistleblower and retaliation claims, etc. Prepares cases, opinions, briefs, and legal documents related to the most complex and difficult questions surrounding internal and external investigations. Performs complex and difficult legal research. Acts as subject-matter expert and performs exceptionally difficult and complex legal work in areas related to internal and external investigations, including developing case law relative to peace officer rights and responsibilities, equal employment opportunity, whistleblower and retaliation actions, personnel-related topics, and all aspects of investigations, including search and seizure. Reviews developing case law and new statutes in the areas of peace officer liability and discipline, personnel issues, and Peace Officer Standard and Training Licensing issues. Drafts complex and difficult opinions harmonizing California, federal, and state administrative law; and makes risk management recommendations.
20%	Acts as the liaison with the Office of Attorney General on the most complex and sensitive state and federal litigation in which the Department is a party for cases involving internal and external plaintiffs such as Discrimination, Sexual Harassment,Tort, Personal Injury/Negligence cases. Develops strategy and tactics in the most complex disputes or litigation, assesses the strength and weaknesses of cases, makes recommendations as to the appropriateness of settlements, and represents the Department at settlement conferences as an authorized representative with settlement authority. Makes risk management recommendations from “lessons learned” as subject matter expert and litigation manager in the aforementioned areas.
15%	Represents the Department at SPB hearings. Litigates adverse actions and Merit Issue Complaints before the SPB representing the Department's interests. Prepares and files pleadings, briefs, and other legal documents related to disciplinary matters. Researches federal, state, case and civil service law, SPB precedential decisions, and rules. Negotiates settlements with favorable results. Prepares settlement agreements to protect the Department's interests. Evaluates and

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Attorney IV

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	prepares recommendations for Executive Management regarding SPB hearing rulings and decisions; makes presentations to Executive Management.
10%	Acts as lead Department liaison for all California Department of Human Resources (CalHR) legal matters, including, but not limited to, Absence Without Leave, and reinstatement matters. Represents the Department at CalHR hearings. Evaluates and prepares recommendations for Executive Management regarding CalHR rulings and decisions; make presentations to Executive Management. Represent the Department at California Unemployment Insurance Appeals Board.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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