
Position Details**Classification:**
Attorney III**Office/Branch:**
Legal**Working Title:**
Attorney III**Location:**
Sacramento**Position Number:**
311-160-5795-802**HR Approval Date/Initials:**
07/22/2026 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 of the California High-Speed Rail Authority (Authority), the Attorney will be responsible for providing a broad spectrum of legal advice on diverse legal activities with various levels of complexity regarding the Authority's operations and objectives. The incumbent will complete complex and sensitive assignments and provide legal advice and guidance by utilizing California statutory and regulatory authority relative to some of the following subject matters: construction, procurements, public works, design/build, infrastructure, contracts, condemnation and inverse condemnation, real property, funding and financing, environmental and land use, open meetings, public records, conflicts of interest, governance, state legislation and state and federal laws and regulations. The incumbent works closely with, and may direct the work of, private outside counsel and attorneys at the Attorney General's Office regarding legal advice and litigation.

Duties

Percentage

Essential (E)/Marginal (M)

30% (E)

- Prepares complex analysis and advice, often in writing, and provides 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 issues related to implementation of the high-speed rail system and program, including issues related to contracts, procurements, conflicts of interest, governance, construction, real property, eminent domain, funding, environmental compliance, land use planning, operation and maintenance.

- 30% (E)
- Prepares or assists in the preparation and interpretation of complex legal documents and instructions for areas that include contracts, procurement solicitations, bids, environmental matters, third parties matters, real property transactions, and risk mitigation relative to the operation of the Authority or implementation and operation of the high-speed rail system. Participates in sensitive contract negotiations. Develops and reviews Authority contracts for compliance with law, policy, and reasonable judgment. Reviews and evaluates complex contract dispute and claims issues. Conducts ongoing legal research in connection with a variety of legal issues affecting the operation of the Authority. Writes and reviews policies, procedures, proposed legislation and provides legal assistance to the Legislative Office.
- 30% (E)
- Represents the Authority in various complex or sensitive legal matters and transactions with public and private entities. Analyzes and appraises legal problems and applies legal principles and precedents to particular sets of facts. Plans and directs a program of legal work.
- 5% (E)
- Coordinates with and oversees work of outside counsel providing litigation and other legal services to the Authority.
- 5% (M)
- Performs 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 ☒ 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

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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.

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.

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- 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 involving inclusion of 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.
- Ability to negotiate and build relationships with private and public entities.
- Ability to build and manage cordial working relationships with clients, colleagues and others.
- Experience presenting options, ideas, or advice in front of numerous individuals.
- Experience advising high-level government or corporate employees and officials.
- Ability to balance priorities from numerous clients regarding an array of subjects.
- Knowledge of state resources such as the Public Records Act, State Administrative Manual, and State Contracting Manual.
- Experience in performing legal research and applying facts to law.
- Experience balancing priorities from numerous clients regarding an array of subjects.

Supervision Exercised Over Others

The Attorney III does not supervise staff.

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 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.

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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, manage multiple tasks, 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

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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Position Details**Classification:**

Attorney

Office/Branch:

Legal

Working Title:

Attorney I

Location:

Sacramento

Position Number:

311-160-5778-802

HR Approval Date/Initials:

07/22/2028

CBID/Bargaining

Unit: R02

Work Week

Group: SE

Tenure:

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Time Base:

Full-time

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- 30% (E)
- Represents the Authority in various legal matters and transactions with public and private entities. Analyzes and appraises legal problems and applies legal principles and precedents to particular sets of facts.
- 5% (E)
- Assists with monitoring the work of outside counsel and helps compile information for litigation and other legal services provided to the Authority.
- 5% (M)
- Performs other duties as assigned.
 - Occasional travel statewide for meetings, negotiations, mediations, etc.

Special Requirements

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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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Desirable Qualifications

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- 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.

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- Experience presenting options, ideas, or advice in front of numerous individuals.
- Experience advising high-level government or corporate employees and officials.
- Ability to build and manage cordial working relationships with clients, colleagues and others.
- Ability to balance priorities from numerous clients regarding an array of subjects.
- Knowledge of state resources such as the Public Records Act, State Administrative Manual, and State Contracting Manual.
- Knows when to request guidance or other advice.
- Experience in performing legal research and applying facts to law.
- Experience balancing priorities from numerous clients regarding an array of subjects.

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Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements. This position performs complex professional legal work and successful performance of the above-listed duties is essential to ensure that legal matters are resolved in an efficient and effective

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manner. Failure to perform these duties effectively could result in 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

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, manage multiple tasks, 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.

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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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