

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Attorney IV

POSITION NUMBER:

800-310-5780-025DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Legal Division/ITAL**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Compliance Bureau**

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

Assistant Chief Counsel**SPECIAL REQUIREMENTS OF POSITION** *(CHECK ALL THAT APPLY):*

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☒ Other *(Explain below)*

Employees assigned to work in the Legal Division are required to obtain a criminal record background clearance by the Department of Justice and the Federal Bureau of Investigation. Position is designated confidential.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☐ None ☐ Supervisor ☒ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

The Attorney IV serves in a lead capacity and may oversee the efforts of up to 2 Attorney Is and one Attorney III. The Attorney IV may direct the work of one or more legal analysts and/or clerical staff.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Compliance Bureau provides legal advice and services to the Department's Office of Audits, Child Care & Development Division, Research Automation and Data Division, Office of Equity, Health and Safety, and related branches and divisions. The Legal Division's Compliance Bureau works closely with the Office of the Attorney General and the Office of Administrative Hearings.

CONCEPT OF POSITION:

The Audit and Investigations Attorney IV represents the Department in the more complex and sensitive legal work of the Department relating to audits and audit appeals and conducts management inquiry investigations. The Attorney IV is an expert in the applicable laws, regulations, policies, procedures, and accepted industry standards, related to internal and external audits conducted by or upon the Department and is highly experienced in successfully appearing before the Office of Administrative Hearings and other administrative tribunals. Under the general direction of the Assistant Chief Counsel, the incumbent has broad discretion and independence in the performance of duties.

A. RESPONSIBILITIES OF POSITION:

Essential Functions

40% Provide legal advice and representation to the Office of Audit Services, Child Care & Development Division, and other programs and divisions on the more complex and sensitive matters related to audit functions including but not limited to conducting interviews; obtaining, examining, analyzing, and testing documents, notes, and reports; and preparation of working papers to support work to identify operational deficiencies. Reviews audit findings, drafts responses to audit findings, and assist with or attends as requested audit exit conferences and other meetings. Provides legal advice and review of the development of audit programs for use in performing field audits, both for financial statement audits and program review engagements. Research, interpret and provide legal opinions concerning complex federal and state laws and regulations related to audits in state government; monitor and report to the SACC and ACC on law trends and potential liability for the Department. Provide legal advice to the Director, Chief Deputy Directors, Deputy Directors, and the Health and Human Services Agency in the areas of law governing audits and related issues facing the Department.

30% - Represent the Department before Administrative Law Judges in formal hearings, present oral and documentary evidence, cross examine witnesses, respond to objections and present oral and written arguments; negotiate resolutions in lieu of hearings; and may function as the lead attorney for a team of attorneys. Perform hearings on the more difficult and complex actions before the Office of Administrative Hearings. Serve as the Department's liaison to the Office of the Attorney General on the more complex legal cases. Assess potential legal issues and develop strategic plans to avoid litigation; respond to demand letters, and review and respond to discovery. Assist the Attorney General's Office with interpretation of statutes, regulations, policies and procedures regarding the Department's authority, and roles and responsibilities. Coordinate the provision of legal services to the CDSS Directorate and program staff by identifying and assisting

20% Conducts attorney privileged CDSS management inquiry investigations; interviews and gathers information from complainants, respondents, and various witnesses. Reviews and analyzes documents, testimony, and issues with reference to the appropriate interpretation and application of applicable laws, rules, and regulations. Prepares a report pertaining to each investigation completed in accordance with established procedures and guidelines.

Marginal Functions

5% - Develop and conduct statewide training and guidance to Department staff including Legal Division staff on State and CDSS audit laws; best practices; depositions, testifying, and other areas as requested. Responsible for the development, modification and revision of training materials and curriculum. Organize and review training conducted by other audit attorneys within the Branch. Regularly review and evaluate policy, statute and regulatory changes in order to incorporate into the training curriculum.

5% - Analyze proposed legislation and its effect on existing audit laws, policies and regulations. Write, propose and/or review statutory provisions; develop and review proposed regulations; advise the Department's Legislative Office and the Directorate and attend legislative and other public hearings on pending legislation and proposed regulations.

Travel as necessitated by work.

B. SUPERVISION RECEIVED:

The Attorney IV under general direction reports to an Assistant Chief Counsel or an Attorney Supervisor. The Attorney IV has the independence and broad discretion to perform their duties without routine review.

C. ADMINISTRATIVE RESPONSIBILITY:

The Attorney IV may direct to work of an Attorney I or III and may be assigned to act in the absence of the Assistant Chief Counsel, Senior Assistant Chief Counsel and/or Chief Counsel. The Attorney IV evaluates new cases and recommends appropriate assignments.

D. PERSONAL CONTACTS:

The Attorney IV has extensive contacts within and outside the Department. As an expert in the laws relating to audits the incumbent consults and advises the Department's Director, Deputy Directors, and management at all levels on matters within the Attorney IV's purview. The incumbent also consults with Deputy Attorneys General of the Department of Justice on preparation for litigation in which the Department is a party. The Attorney IV may provide advice and information to departments within the California Health and Human Services Agency.

E. ACTIONS AND CONSEQUENCES:

The Attorney IV personally deals with the most difficult and complex issues and legal actions. Failure to provide sound legal advice and exercise good judgment could result in additional legal actions or an adverse decision in litigation resulting in significant financial loss.

F. OTHER INFORMATION:

The Attorney IV is expected to travel (including overnight travel out of town) and arrange schedules to perform duties and meet the objective of the program. The Attorney IV is expected to exercise exceptional judgment, communication and decision-making skills.

(JL 7/2026)