



OFFICE OF THE INSPECTOR GENERAL
Attorney IV
Duty Statement

Classification Attorney IV	Working Title
Unit/Team Staff Misconduct Monitoring Unit, Team 4	Region South
Position Number 297-004-5780-420	Geographic Location Rancho Cucamonga
Incumbent VACANT	Effective Date TBD

SECTION A: GENERAL DESCRIPTION

Under the general direction of an Attorney Supervisor or a Senior Assistant Inspector General, the Attorney IV will independently 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 ensure 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 in his or her region. Regularly attend meetings and consult with OIA, the hiring authorities, and EAPT attorneys; attend witness and subject interviews; attend 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 their timely completion. Serve as a back-up for OIG team members on any monitoring tasks including, but not limited to, the tasks described herein.
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) – Enter in the OIG’s Tracking and Reporting System (OTRS) and any other required electronic systems information to document monitoring activities, summarize the review and analysis of cases, and memorialize findings and conclusions. Ensure that all entries are completed in an appropriate and timely manner. Prepare cases for publication in the public reports prepared by the OIG. Coordinate with the headquarters team, which is responsible for conducting the publication process. May be tasked with authoring section or sections of OIG public reports concerning the OIG’s monitoring of CDCR’s internal investigations, employee disciplinary process, and related issues. May be assigned to author special reports involving a specific case, issue, trend, or problem within CDCR.
5%	(E) – Attend training necessary for the performance of his or her duties. May be assigned to Administrative Officer of the Day (AOD) duties. Perform other duties as assigned.

SECTION C: SUPERVISION RECEIVED

An Attorney Supervisor or a Senior Assistant Inspector General supervises the Attorney IV, but the Attorney IV may receive assignments from a Chief Assistant Inspector General, 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