
Position Details**Classification:**
Attorney IV**Office:**
Legal**Working Title:**
Attorney IV**Location:**
Sacramento**Position Number:**
311-160-5780-806**HR Approval Date/Initials:**
09/25/2026 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, the Attorney IV will be responsible for providing a broad spectrum of legal advice on diverse subjects related to the Authority's operations and objectives, with a high level of difficulty or sensitivity. The Attorney IV is expected to possess advanced knowledge of the National Environmental Policy Act (NEPA) and familiarity with the California Environmental Quality Act (CEQA). The incumbent will complete assignments and provide legal advice and guidance by using state and federal legal authority in some or all of the following areas of law as well: contracts, environmental and land use, procurements, real property and eminent domain, open meetings, public records, conflicts of interest, governance, construction, public works, public infrastructure, public-private partnerships, utilities, public funding and financing, personnel and employment, and/or administrative law. The Attorney IV must be familiar with the associated state and federal laws and regulations and understand how such laws and regulations apply to public entities and public projects. The incumbent researches and analyzes legal authorities and provides oral and written advice to Authority staff; drafts, edits, negotiates and provides advice on complex agreements and settlements; and works collaboratively with other members of the Legal Office and the Authority's staff. The incumbent also works closely with, and directs the work of, outside counsel regarding legal advice and litigation.

DutiesPercentage
Essential (E)/Marginal (M)

- 40% (E)
- Manages legal aspects of the Authority's implementation of NEPA assignment from the federal government including providing advice on local sponsor projects for which the Authority serves as the NEPA lead agency. Develops and evaluates local sponsor project documents and Authority NEPA assignment program

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documents and contracts for compliance with law, policy and reasonable judgment. Reviews and advises the Authority regarding environmental documents. Provides legal support and advice regarding environmental permitting and compliance. Participates in sensitive, difficult and high-profile contract negotiations. Reviews and evaluates contract dispute and claims issues. Evaluates and drafts proposed legislation and provides legal advice to the Legislative Office.

- 30% (E)
 - Researches, prepares and provides written and oral analysis and advice, and 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 complex and sensitive issues related to implementation of the high-speed rail program and system, mainly in the areas of federal and state environmental compliance and permitting, and land use planning, but also including contracting, conflicts of interest, governance, construction, real property, utilities, funding, public records, conflicts of interest, public works, and public-private partnerships.
- 20% (E)
 - Represents the Authority in various high-level or high-profile legal matters, negotiations and transactions with public and private entities. Analyzes and appraises complex and difficult legal problems and applies legal principles and precedents to particular sets of facts. Develops strategy and tactics for complex disputes or challenging legal situations and leads the work of assistants. Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable laws, policies and procedures of the Authority, the State Contracting Manual, the California Government Code, the California Public Utilities Code, and other applicable laws and regulations.
- 5% (E)
 - Manages outside counsel providing litigation or other legal services to the Authority.
- 5% (M)
 - Other duties as assigned.

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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 – 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 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.

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

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prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

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 contracts.
- 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.
- Ability to advise high-level governmental or corporate entities on environmental legal matters.
- Dependable, punctual, excellent attendance.
- Knowledge of the Authority organization, operations and relevant policy issues.
- Prepare correspondence involving inclusion of recommendations for effective courses of action.
- Experience working with environmental permitting and mitigation laws.
- Experience drafting and reviewing environmental documents with an emphasis on CEQA and NEPA legal matters.
- Experience negotiating and/or litigating complex contracts or settlements.
- Exercise good judgment and calm professionalism in all situations.

Supervision Exercised Over Others

An Attorney IV does not supervise.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, with consultants, vendors, contractors, staff and attorneys at other government agencies and at private entities, attorneys and staff at private law firms, and the public. Authority attorneys must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Successful performance of the above-listed duties is essential to ensure that legal matters are resolved in an efficient and effective manner. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, could result in additional costs to the state to complete the high-speed rail system, and could create political embarrassment for the

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Authority on the largest infrastructure project in the nation, all of which could significantly, negatively impact the Authority.

Physical, Mental and Emotional Demands

The Attorney IV must be able to work appropriately and effectively under stress, manage a complex and varied workload and meet deadlines. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities. The Attorney IV must work well with all levels of Authority staff, the courts, opposing counsel, consultants, members of the public and others.

Work Environment

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 a complex and varied workload, adapt to changes in priorities, and complete tasks or projects with short notice.

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 Attorney IV 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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