OFFICE OF THE INSPECTOR GENERAL
Attorney III

Duty Statement

Classification Attorney III	**Working Title**
Unit/Team Staff Misconduct Monitoring Unit South – Team 2	**Region** South
Position Number 297-004-5795-402	**Geographic Location** Rancho Cucamonga
Incumbent *Vacant*	**Effective Date** *TBD*

SECTION A: GENERAL DESCRIPTION

Under the general direction of an Attorney Supervisor, the Attorney III will assess, review, and report on complex 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 (OIA) 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 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 consultation with OIA, the hiring authorities, and EAPT attorneys; attendance at witness and subject interviews; attendance at proceedings before the State Personnel Board; review of investigative and other reports; review of 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. Assist an Attorney IV or a Special Assistant Inspector General by monitoring the most serious and complex investigation cases.

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 (ORTS) 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 and participate in team and unit meetings. Attend training sessions. May be assigned to Administrative Officer of the Day (AOD) duties. Perform and complete other duties as assigned.

SECTION C: SUPERVISION RECEIVED

An Attorney Supervisor supervises the Attorney III, but the Attorney III 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