CALIFORNIA High-Speed Rail Authority

Job Description

## Position Details

**Classification:**
Attorney IV

**Office:**
Legal

**Working Title:**
Attorney IV

**Location:**
Sacramento

**Position Number:**
311-160-5780-807

**HR Approval Date/Initials:**
07/13/2026 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 at the California High-Speed Rail Authority (Authority), at the advanced journey level, the incumbent works on the more complex and difficult legal assignments. The incumbent independently performs, studies, interprets and applies laws, court decisions, and other authorities; provides oral and written advice to staff; drafts and negotiates the more complex contracts and agreements; works with broad discretion and independence with minimum supervision; and is expected to have advanced knowledge and be an expert in the more complex areas of the law within real property and state and federal laws and regulations impacting the high-speed rail program. The incumbent works closely with and directs private outside counsel and the Attorney General's Office regarding legal advice and litigation.

## Duties

Percentage
Essential (E)/Marginal (M)

30% (E)

- Researches and advises on the more difficult and complex legal matters including eminent domain and inverse condemnation issues, land rights, land use and planning activities, Relocation Assistance of displaced landowners, operations and maintenance obligations and requirements, Authority-owned land access permits and application processes, third party land access permits, utility relocations, grade separation permitting, and other situations arising out of the work of the Authority.
- 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 the more complex issues

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related to implementation of the high-speed rail system, especially involving real property and third parties.

30% (E)

- Prepares and interprets legal documents and instructions for the more complex and sophisticated real property and third-parties transactions, and risk mitigation related to the operation of the Authority. Participates in sensitive and high-profile contract negotiations. Develops and reviews Authority the more complex and sensitive contracts for compliance with law, policy, and reasonable judgment.
- Reviews the more complex contracts and projects for legal sufficiency, including regulatory compliance. Applies legal principles and practices with particular reference to the law of eminent domain, other real property laws, laws governing utilities, public officers and agencies, State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of the Authority.

30% (E)

- Drafts and negotiates the more complex and sensitive Right-of-Way Contracts, Possession and Use Agreements, Cooperative Agreements, Utility Agreements, Reimbursement Agreements, settlement agreements, Leases, Protective Rent Agreements, Relocation Assistance agreements, Operations and Maintenance Agreements, and other agreements regarding interests in and the Authority's or third parties' use of real property. Analyzes and appraises complex and sensitive legal problems and applies legal principles and precedents to particular sets of facts. Plans and directs a program of complex legal work and leads the work of assistants.
- Conducts legal research and advises the Authority on findings. Writes clear and concise reports, opinions and complex legal correspondence; presents oral statements of fact, law, and argument clearly and logically. Drafts and reviews proposed legislation.

5% (E)

- Manages outside council providing litigation and other legal services to the Authority.

5% (M)

- Performs other duties as assigned.
- Occasional travel statewide for meetings, negotiations, mediations, etc.

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**Special Requirements**

The checked boxes below indicate any additional requirements of this position.

| License Required | Conflict of Interest (COI) | Bilingual Required | Contract Manager | Medical Required |
|---|---|---|---|---|
| Yes ☒ No ☐ Type: California State Bar | Yes ☒ No ☐ | Yes ☐ No ☒ | Yes ☒ No ☐ | Yes ☐ No ☒ |

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 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 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 entitles on environmental legal matters.
- Dependable, punctual, excellent attendance.
- Knowledge of the Authority organization, operations and relevant policy issues.
- Ability to effectively communicate complex legal ideas and terms to clients and other stakeholders.
- Prepare correspondence involving inclusion of recommendations for effective courses of action.
- Experience weighing legal, technical, and/or political risks to provide sound legal recommendations.
- Experience researching unique and novel infrastructure project legal issues to provide sound guidance or recommendations to clients.
- Experience negotiating and/or litigating complex contracts or settlements.
- Exercise good judgment and calm professionalism in all situations.

**Supervision Exercised Over Others**

The Attorney IV does not supervise but may act in a lead capacity over other attorneys and staff.

**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**

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

**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 work appropriately and effectively under stress, manage a complex and varied workload, 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. The employee must work well with all levels of Authority staff, the courts, opposing counsel, consultants, members of the public and others.

**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: This 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: |
|---|---|---|
| | | |

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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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**Work Week Group:** SE

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## Duties

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- 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 issues related to implementation of the high-speed rail system, especially involving real property and third parties.

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- Conducts legal research and advises the Authority on findings. Writes clear and concise reports, opinions and complex legal correspondence; presents oral statements of fact, law, and argument clearly and logically. Drafts and reviews proposed legislation.

5% (E)

- Coordinates with and oversees outside counsel providing litigation and other unique and complex legal services to the Authority.

5% (M)

- Performs other duties as assigned.
- Occasional travel statewide for meetings, negotiations, mediations, etc.

**Special Requirements**

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**Supervision Exercised Over Others**

The Attorney III does not supervise staff.

**Public and Internal Contacts**

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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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