STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Working Title of Position
Professional Standards Program Attorney

Division and/or Subdivision
Legal Services

Location of Headquarters
Sacramento

Class Title of Position
Attorney IV

Position Number
541-015-5780-005

Effective Date
July 1, 2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Assistant Chief Counsel, and in coordination with the Chief of the Professional Standards Program (PSP), the Attorney IV works in the PSP overseeing all legal aspects of personnel policies, training, and designated disciplinary matters. The Attorney IV has broad discretion and independence in the performance of duties. As an expert in the laws relating to human resources issues, the Attorney IV consults with and advises PSP staff, departmental managers, and executive staff on personnel laws, regulations, and policies, and advises and handles the most difficult disciplinary actions on behalf of the Department. The Attorney IV must be capable of functioning under pressure in politically sensitive situations and meet strict deadlines on an expedited basis.
30%	*Advise and assist special investigators and Battalion Chiefs on the more sensitive and complex legal issues pertaining to investigative techniques, collection of documents and challenging investigative materials, the retention of experts, Firefighters Procedural Bill of Rights, Peace Officers Procedural Bill of Rights, labor issues, relevant statutes, case law, and State Personnel Board (SPB) regulations and precedential decisions. *Review complex investigation reports and work with the special investigators and Battalion Chiefs to ensure findings in investigation reports are supported and that actions and recommendations based on the reports are defensible. *Consult with CAL FIRE region, unit, and program managers on general personnel matters and Notices of Adverse Actions (NOAA) and Rejections During Probation (RDP) prepared by those offices. *Act as a liaison with the Department of Human Resources attorneys, District Attorney offices, the Office of the Attorney General, and other governmental agencies' legal departments if necessary.
25%	*Prepare the most sensitive and complex NOAAs, RDPs, and other personnel actions investigated by the PSP. *Ensure all supporting documents are included in actions, interview witnesses, and develop strategy for hearings. *Ensure compliance with proper service of actions, Skelly procedures, and CAL FIRE policies to protect employees' rights under the State civil service system.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Professional Standards Program Attorney

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Represent CAL FIRE at SPB pre-hearing settlement conferences, hearings on motions, and administrative hearings to defend the Department's most complex disciplinary actions appealed by employees.
20%	*Work with PSP staff to review CAL FIRE policies and ensure they comply with statutes, regulations, and case law; draft appropriate revisions. *Review training materials provided by the PSP and assist with training supervisors and management throughout the State.
5%	*Perform other job-related duties as assigned

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Local and/or statewide travel may be required, approximately up to 20% of the time. Overnight stays may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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Initials and Date