OFFICE OF THE INSPECTOR GENERAL
Attorney Supervisor
Duty Statement

Classification Attorney Supervisor	**Working Title** Attorney Supervisor
Unit/Team Sexual Misconduct Monitoring and Investigations Team (SMMIT)	**Region** Central
Position Number 297-003-5749-004	**Geographic Location** Bakersfield
Incumbent *Vacant*	**Effective Date**

SECTION A: GENERAL DESCRIPTION

Under general direction provided by a Chief Assistant Inspector General, the Sexual Misconduct Monitoring and Investigations Team Attorney Supervisor supervises Attorney IVs who monitor, evaluate, and report on California Department of Corrections and Rehabilitation (CDCR) sexual misconduct criminal investigations, administrative investigations, and employee disciplinary cases, as well as Attorney IVs who conduct independent investigations related to allegations of sexual misconduct. The Attorney Supervisor supervises a team of Attorney IVs who monitor the performance of Office of Legal Affairs Employment Advocacy and Prosecution Team attorneys; Office of Internal Affairs investigators; and other CDCR employees, including wardens and employee relations officers, to evaluate the appropriateness of policies, practices, and investigative and disciplinary decisions by CDCR.

SECTION B: SPECIFIC ASSIGNMENTS (w/Essential (E) and Marginal (M) Functions)

Percentage of Time	
40%	(E) – Assigns Attorney IVs in the assigned region to respective prison and liaison responsibilities. Reviews cases, identifies cases for monitoring, and assigns cases to the Attorney IVs. Ensures that entries by the Attorneys IVs in the Office of the Inspector General's (OIG) Tracking and Reporting System (OTRS) are completed in an appropriate and timely manner and in accordance with policies and procedures. Responsible for developing expertise and remaining current in the policies and practices of the CDCR, as well as the following areas of law: employment, criminal, administrative, civil, and civil rights.
30%	(E) – Regularly reviews case activity and other database entries, as well as cases submitted for closure and assessment entries, by Attorney IVs in the region. Responsible for reviewing, editing and closing the cases in the assigned region.

10%	(E) – Assists in composing the team's desk manual, as well as developing and implementing assessment tools. Analyzes cases and related data and composes sections for OIG's public reports concerning its monitoring and investigations of CDCR sexual misconduct cases.
10%	(E) – Serves as a back-up for team members on critical monitoring tasks that team members are unable to perform, including but not limited to, the monitoring of interviews, the review of investigative reports, the review of employee discipline documentation, and the monitoring of State Personnel Board proceedings. In cases involving high-ranking CDCR employees or other highly sensitive cases in the region, the Attorney Supervisor will have the same responsibilities as an Attorney IV for monitoring and reporting.
5%	(E) – Travels to and visits CDCR prisons, facilities, and other offices to meet with CDCR staff, assess the performance of the Attorney IVs, or to address OIG findings or other issues of mutual concern. Meets regularly with the regional Office of Internal Affairs supervisors and managers, as well as regional Office of Legal Affairs Employment and Advocacy and Prosecution Team assistant chief counsels.
5%	(E) – Reviews timesheets and other supervisory documents. Completes probation reports and performance appraisal summaries. Meets regularly with team members. Assists and oversees the training of team members and facilitates their ongoing training. Attends training, as assigned. Travels to the headquarters and regional offices of OIG. Performs and completes other duties as assigned.

Alternatives will be considered for an incumbent who is unable to perform the nonessential or marginal functions of the job based on a disability, as defined by the American with Disabilities Act.

SECTION C: SUPERVISION RECEIVED

A Chief Assistant Inspector General supervises the Attorney Supervisor, but the Attorney Supervisor may receive assignments from the Chief Deputy Inspector General or the Inspector General.

SECTION D: SUPERVISION EXERCISED

The Attorney Supervisor directly supervises a team of Attorney IVs.

SECTION E: OTHER INFORMATION

The Attorney Supervisor must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Office of the Inspector General

management needs. The Attorney Supervisor 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