OFFICE OF THE INSPECTOR GENERAL
Attorney Supervisor
Duty Statement

Classification Attorney Supervisor	**Working Title**
Unit/Team SMMU North/Team 7	**Region** North
Position Number 297-002-5749-XXX	**Geographic Location** Sacramento
Incumbent Vacant	**Effective Date**

SECTION A: GENERAL DESCRIPTION

Under general direction provided by an Attorney, Assistant Chief Counsel, the Staff Misconduct Monitoring Unit Attorney Supervisor supervises one Attorney III and three Attorney IVs who monitor California Department of Corrections and Rehabilitation internal investigations and corresponding employee disciplinary processes. The Attorney Supervisor supervises a team of Attorneys who monitor the performance of the Office of Legal Affairs Employment Advocacy and Prosecution Team attorneys; Office of Internal Affairs investigators; and other California Department of Corrections and Rehabilitation employees, including hiring authorities and employee relations officers, to recommend the appropriateness of policies, practices, and investigative and disciplinary decisions within the California Department of Corrections and Rehabilitation.

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

Percentage of Time	
40%	(E) – Assigns Attorneys to their respective prison and liaison responsibilities. Regularly reviews cases, identifies cases for monitoring, and assigns cases to his team. Ensures that all entries in the Office of the Inspector General's Tracking and Reporting System for the team are done in an appropriate and timely manner and in accordance with policies and procedures. Develop expertise and remain current in the policies and practices of the California Department of Corrections and Rehabilitation, as well as the following areas of law: criminal, employment, administrative civil, and civil rights.

30%	(E) – Regularly reviews case activity and database entries, as well as cases submitted for closure and assessment entries by Attorneys on the team. Responsible for closing the cases assigned to his team.
10%	(E) – Develop and implement assessment tools. Analyze cases and monitor data. May be assigned to compose sections for the Office of the Inspector General's public reports concerning its monitoring of CDCR's internal investigations and employee disciplinary actions.
10%	(E) – Serve as a back-up for his team members on any critical monitoring tasks that team members are unable to perform, including but not limited to, monitoring interviews, the review of investigative reports, and attendance at State Personnel Board hearings. In cases involving high-ranking California Department of Corrections and Rehabilitation employees or other highly sensitive cases in his region, the Attorney Supervisor will have the same responsibilities as an Attorney IV for monitoring and reporting.
5%	(E) – Travel to and visit California Department of Corrections and Rehabilitation prisons, facilities, and other offices to meet with California Department of Corrections and Rehabilitation staff; assess the performance of subordinates; and address any other issues of mutual concern. Meet regularly with the regional Office of Internal Affairs special agents-in-charge, associate wardens, and captains and the regional Employment Advocacy and Prosecution Team assistant chief counsel.
5%	(E) **–** May be assigned to perform administrative officer of the day duties, including responding to critical incidents, at any time of the day or night. Complete the review of timesheets and other supervisory documents. Complete probation reports and performance appraisal summaries for his team members. Meet regularly with team members. Assist and oversee the training of new employees and monitor and schedule ongoing training of team members. Attend training. Travel to California Department of Corrections and Rehabilitation prisons, facilities, and offices, and to the headquarters and regional offices of the Office of the Inspector General. Perform and complete 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

An Attorney, Assistant Chief Counsel 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 one Attorney III and three Attorney IVs.

SECTION E: OTHER INFORMATION

The individual occupying this position 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 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