OFFICE OF THE INSPECTOR GENERAL
Attorney
Duty Statement

Classification: Attorney	**Working Title:** Attorney I
Unit/Team: Staff Misconduct Monitoring Unit, Central – Team 4	**Region:** South
Position Number: 297-004-5778-XXX	**Geographic Location:** Rancho Cucamonga, CA
Incumbent: VACANT	**Effective Date:**

SECTION A: GENERAL DESCRIPTION

Under the direction of an Attorney Supervisor, the Attorney I monitors California Department of Corrections and Rehabilitation (CDCR) internal routine reviews regarding alleged staff misconduct; critical incident cases; staff use-of-force reviews by institutional executive review committees and department executive review committees; and investigations closed by the Department based on regulatory special conditions. The Attorney I monitors the performances of prison supervisors who conduct internal routine reviews regarding alleged staff misconduct and hiring authorities who make decisions regarding the routine reviews; prison staff involved in critical incident cases; the work of institutional executive review committees and department executive review committees; and hiring authorities who make decisions regarding the closure of investigations based on regulatory special conditions to assess the appropriateness of policies and practices within CDCR.

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

Percentage of Time	
30%	(E) – The Attorney I assesses and monitors the California Department of Corrections and Rehabilitation's internal routine reviews of allegations of staff misconduct and the corresponding finalization of any corrective action. The duties require, but are not limited to, regularly attending meetings and consulting with prison supervisors and hiring authorities; monitoring witness and subject interviews; reviewing investigative and other reports; and traveling to these events. The Attorney I regularly reviews the ongoing progress on pending cases to monitor their timely completion and makes entries in the in the Office of the Inspector General's Tracking and Reporting System to memorialize monitoring activities, document the review and analysis of cases, and summarize findings and conclusions.

30%	(E) – The Attorney I assesses, monitors, and reports on California Department of Corrections and Rehabilitation's critical incident cases, including incarcerated person deaths and use of force incidents resulting in substantial bodily injury. The duties require, but are not limited to, consulting with prison supervisors and hiring authorities and reviewing policies and procedures and incident reports. The Attorney I regularly reviews the ongoing progress on pending cases to monitor their timely completion and makes entries in the in the Office of the Inspector General's Tracking and Reporting System to memorialize monitoring activities, document the review and analysis of cases, and summarize findings and conclusions. The Attorney I serves as a back-up for team members, as assigned, on any critical monitoring tasks.
15%	(E) – The Attorney I assesses, monitors, and reports on California Department of Corrections and Rehabilitation's staff use-of-force reviews by institutional executive review committees and department executive review committees. The duties require, but are not limited to, attending committee meetings, consulting with prison supervisors and hiring authorities and reviewing policies and procedures and investigative reports. The Attorney I regularly reviews the ongoing progress on pending cases to monitor their timely completion and makes entries in the in the Office of the Inspector General's Tracking and Reporting System to memorialize monitoring activities, document the review and analysis of cases, and summarize findings and conclusions.
10%	(E) – The Attorney I assesses, monitors, and reports on investigations of allegations of staff misconduct closed by the California Department of Corrections and Rehabilitation based on regulatory special conditions. The duties require, but are not limited to, attending meetings with hiring authorities to discuss the sufficiency of investigations, consulting with prison supervisors and hiring authorities and reviewing policies and procedures and investigative reports. The Attorney I regularly reviews the ongoing progress on pending cases to monitor their timely completion and documents the review and analysis of cases and summarizes findings and conclusions.
10%	(E) – The Attorney I regularly visits prisons, facilities, and other offices by driving or by air to conduct monitoring activities; assess the performance of California Department of Corrections and Rehabilitation staff members; and meet with California Department of Corrections and Rehabilitation officials and address any other issues of policy, procedure, training, or other areas of mutual concern.
5%	(E) – The Attorney I attends and participates in team and unit meetings. The Attorney I attends training sessions. The Attorney I 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

An Attorney Supervisor supervises the Attorney I, but the Attorney I may receive assignments from the Attorney, Assistant Chief Counsel; the Chief Deputy Inspector General; or the Inspector General.

SECTION D: SUPERVISION EXERCISED

Not applicable.

SECTION E: OTHER INFORMATION

The individual occupying this position must possess good communication skills, good critical thinking and analytical skills, possess and competently employ legal principles, 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 the individual occupying this position 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.)

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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**

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Printed Name