CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☒ Current ☐ Proposed

Classification Title	**Division/Unit**
Attorney IV	Legal Division
Working Title	**IT Domain** (if applicable)
Labor Relations Counsel IV	
Position Number	**Effective Date**
363-400-5780-XXX	
Name	**Date Prepared**
	December 26, 2025

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the direct supervision of an Assistant Chief Counsel (ACC), and under the general supervision of the Chief Counsel and Deputy Chief Counsel, the Attorney IV the advanced journey level attorney, performing work involving novel theories emerging areas of law, legal specialization, and precedential significance. The Attorney IV is assigned sensitive and difficult litigation and handle cases that may be appealed to the highest courts.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
60%	**(E)**	Represent the Governor, state, CalHR and client departments in cases including but not limited to the more difficult and complex cases that may involve technical procedures and fact patterns, have a high likelihood for appeal, and/or may involve novel theories and practices or relatively new or evolving legal principles that may be precedential including:

		Cases in the California superior, appellate and supreme state courts and federal courts involving injunctions, writs of mandate, declaratory relief, petitions to compel, or vacate arbitration awards and other litigation concerning employer-employee relations, personnel, and employment law matters. Cases before administrative agencies including hearings and proceedings involving unfair labor practices and representation, requests for injunctive relief, and other issues involving labor relations; adverse actions and rejections during probation, merit issues, appointments and selections and other personnel and employment-related actions; Arbitrations involving complex labor interpretations pursuant to existing Memoranda of Understanding.
20%	**(E)**	Research and analyze legal issues of interest to CalHR including those of the greatest difficulty, complexity, and sensitivity, and communicate legal advice and opinions in both written and oral form to CalHR's Director and divisions, client departments, the California Government Operations Agency (GovOps), the Governor's Office and other high-ranking officials. The Attorney IV will also prepare Governor's Office Action Requests (GOARS).
10%	**(E)**	Prepare legislative analyses; assist or respond to Public Records Act requests; draft and/or revise policies, proposed legislation, and proposed regulations.
5%	**(M)**	Prepare and conduct training.
5%	**(M)**	Perform other duties as required consistent with division needs.

Supervision Received
The Attorney IV reports directly to and receives the majority of their assignments from the ACC; however, direction and assignments may also come from the Chief Counsel and the Deputy Chief Counsel. The Attorney IV works with broad discretion and independence.

Supervision Exercised
The Attorney IV may lead others, including teams of attorneys, on complex, sensitive cases.

Special Requirements / Desirable Qualifications
Active membership of the State Bar of California is required.

The Attorney IV is expected to communicate effectively, have an ability to pay attention to details, and be flexible in changing work assignments and meeting timelines and deadlines with little to no notice.

Working Conditions
The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Telework and/or hybrid work options may be be available in accord with CalHR's and the Legal Division's telework policy and procedures.

Travel throughout the state, which may include going to correctional facilities, state hospitals, and other state facilities may be required, including overnight travel dependent on case needs. Travel may be required to attend meetings or training classes.

The Attorney IV will be required to operate standard office equipment such as, but not limited to a personal computer (desktop or laptop), copier and scanning equipment, word processing software, document management software, video platforms and billing software. The Attorney IV may be required to care and/or move case materials such as files, documents, boxes, and books.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Printed Name**	**Date**

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	**Supervisor Printed Name**	**Date**