STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Attorney Supervisor	42/LEGAL/SAN DIEGO	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Attorney Supervisor	701-004-5749-XXX	11/10/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of a Deputy Chief Counsel, the Attorney Supervisor reports directly to and assists an Assistant Chief Counsel in planning, organizing, directing, and coordinating the work of a legal staff; acts for the Assistant Chief Counsel as needed; handles the most difficult and most complex litigation; prepares and presents cases for trial. Attorneys at this level are recognized as having an exceptional level of expertise. Incumbents supervise a group of subordinate attorneys who perform a wide variety of legal work, with varying levels of complexity and independently handles their own caseload of complex and sensitive legal matters. Work at this level involves innovative theories, practices of law, specialization in an area of law overseen by or involving the department, and may require contact with high level appointees, constitutional officers, members of the legislature, or their designee, and/or the general public. Work may involve issues of statewide and/or strategic significance in support of the Caltrans mission, vision and goals.

CORE COMPETENCIES:

As an Attorney Supervisor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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35%	E	LEADERSHIP: Act in a lead capacity over other professional staff who litigate and negotiate cases to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, relevant training, laws, regulations, and Departmental policies and practices. May serve as a team leader or mentor over a small group of attorneys or other legal staff.
30%	E	TRAIN AND SUPERVISE: Assist the Assistant Chief Counsel in the training and supervision of a group of attorneys in one or more assigned specialty legal areas; reviews opinions, briefs, pleadings, trial memoranda and other legal documents prepared by supervised attorneys and makes suggestions for possible improvements; reviews the performance of personnel and takes or recommends appropriate action; and maintains a file on progress of work in the legal field to which he/she is assigned. Informs the various offices of the Division and client programs of legal views, opinions, court proceedings, and advice given in his/her assigned field by memoranda, conferences, and other methods; writes periodical progress reports; and occasionally consults with the Chief Counsel and statewide Deputy Chief Counsels of the Division on coordination problems.
30%	E	ANALYSIS: Analyze a case file (e.g., investigative reports, discovery materials, correspondence, administrative record, trial or deposition transcripts) and identify issues raised to determine appropriate further action. Analyze legal authorities to determine their applicability to a particular case and/or statute, policy, or issue. Analyze, review, or draft terms and conditions of contracts and proposed amendments to contracts, and suggest changes as appropriate. RESEARCH: Research statutes, regulations, court decisions, administrative board decisions, and other legal authorities pertinent to a particular case or issue, using both text and computer-based resources to provide legal advice and advocacy for the department. Verify law cited in any written work is valid authority, using both text and computer-based resources. DISCOVERY: Independently coordinate production of discoverable documents or declarations to litigation discovery requests to provide legal representation and advocacy for the department. Analyze documents responsive to litigation discovery requests to determine any applicable privileges and objections to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills. DOCUMENT PREPARATION: Independently prepare litigation, transactional, and advisory documents, including motions, briefs, memoranda, settlement agreements, reports, letters, procurement documents, contracts and other legal documents to provide legal advice to the advocacy for the department using appropriate written communication skills and ethical considerations. Edit written work (e.g., for content, tone, organization, grammar, and format) to produce a final version. Prepares and tries the most difficult and complex cases in trial courts, including tort claims or lawsuits, condemnation and inverse condemnation actions, construction contract claims, environmental lawsuits or other cases arising out of the work of the Department of Transportation. Represent the Department at exceptionally difficult and complex hearings to protect the legal interests of the Department and reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge. relevant training, laws, regulations, and Departmental policies and practices. Consult with client on a pending matter or case in order to develop a strategy, prepare witnesses, or review evidence. Conduct depositions, settlement negotiations, trials, or other civil, criminal, or administrative proceedings. Take the lead in selecting and/or preparing witnesses for depositions, trials, or administrative proceedings. ETHICS: Maintain compliance with applicable ethical and professional standards while providing legal representation and advocacy for the Department.
5%	M	Performs other administrative tasks in the course of required supervisorial responsibilities to include approval of request for travel, training requests, leave usage, and other personnel related assignments. Participates in the selection process for subordinate staff and other administrative functions as needed.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Supervision exercised over a staff of attorneys.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; federal and state statutes and rules; rules of professional conduct; principles of administrative trial and hearing procedure and rules of evidence; court procedures; legal terms and forms in common use; statutory and case law literature and authorities; professional and ethical rules as they relate to the practice of law; appellate proceedings; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence and memoranda involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; independently present difficult and complex cases before Administrative Law Judges; prepare, present, and handle legal cases; direct the work of clerical and professional assistants; edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness; analyze situations accurately and adopt an effective course of action; reason logically; exercise good judgment; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; independently present difficult and complex cases before administrative bodies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Makes independent decisions, and provides advice to management and client programs about a variety of legal matters. Errors could result in dismissal of a court case, loss of millions of dollars, court sanctions; adversely affect the working relationship between Legal and other operational units in Caltrans and/or loss of credibility with the courts, other public agencies and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must consult with all levels of staff in the Legal Division, departmental management and staff, outside counsel, expert witnesses, court staff, judges, private industry, other government agency representatives, and outside witnesses.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time. Position requires occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Will have to perform work duties in different court rooms throughout the state and therefore, this position does require travel.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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