



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/10/24	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5780-004	
BUREAU/UNIT Legal Affairs		CLASS TITLE Attorney IV	CBID R02
INCUMBENT		WORKING TITLE Attorney IV	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Assistant Chief Counsel and Chief Counsel, the Attorney IV's primary duty is to perform legal analysis, render advice and opinion, and represent the Peace Officer Standards and Training (POST) Commission on high-level, sensitive and complex issues within the Commission's jurisdiction, including the operation and governance of POST, complex litigation and regulatory matters, peace officer hiring and selection criteria, licensing and decertification of peace officers, government contracts, conflicts of interest, labor and employment law, open meeting and public records act laws and other state laws and government agency issues. The Attorney IV is expected to perform this work with minimal supervision and to be highly knowledgeable in the most complex areas of criminal, civil, and labor law, as well as peace officer misconduct investigations.			
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
ESSENTIAL FUNCTIONS			
20%	Performs research, drafts legal memoranda, pleadings, and other documents; analyzes difficult and complex legal problems and applies legal principles and precedents to advise Executive Staff, the Peace Officer Standards Accountability Board and the POST Commission; may appear before other administrative agencies such as the Office of Administrative Hearings and State Personnel Board in representing POST in various matters; advises, provides counsel and otherwise handle internal personnel issues, including labor and employment matters; assists with responses to the Public Records Act requests and subpoenas; advises and counsels Executive Staff with respect to other legal issues that arise in the conduct of POST's business.		
20%	Advises, counsels and assists the Peace Officer Standards Accountability Division with respect to complex investigations involving alleged peace office misconduct and criminal convictions; analyzes grounds for certification actions involving serious misconduct and convictions, with particular emphasis on cases likely to result in important precedential decisions or court challenges; assists with the investigatory process by appropriate discovery mechanisms, including subpoenas.		
20%	Presents statements of facts, law, and arguments clearly and logically in written and oral form; gathers, assembles, analyzes, preserves and presents evidence to support administrative license certification actions before the Peace Officer Standards Accountability Board, the POST Commission, and during administrative hearings before Administrative law judges; represents POST, including during public meetings and at hearings, presents oral and documentary evidence, cross examines witnesses, responds to objections, and presents oral and written arguments; negotiates resolutions in lieu of hearings and may serve as the lead attorney for a team of attorneys; may alternatively advise, counsel and assist the Peace Officer Standards and Accountability Board and the		

	POST Commission in their adjudicatory and decision-making capacities with respect to certification actions.
15%	Assists in drafting and reviewing rules, regulations, policies, and procedures to support the Commission's goals relative to training and selection standards for peace officers, certification actions and serious misconduct investigations; assists in drafting regulations, policies, and procedures to support administrative investigations from Law Enforcement Consultants and attorneys to detect or verify suspected violations that may lead to decertification for serious misconduct.
10%	Appears before administrative bodies and may appear before federal and state superior appellate courts on the most difficult, complex, and sensitive cases and matters within the statutory and departmental scope of responsibility of the assigned program(s) and applies the highest level of sound legal judgment.
10%	Provides professional development and training to POST staff in areas related to federal, state, local laws, and rules or regulations; to include criminal law, civil law, labor law, and compliance with the California Public Records Act request and disclosure requirements.
	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. This position is located at POST headquarters in West Sacramento, Ca. This position may be eligible for telework. This position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Offsite setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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