



## Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
LEGAL	ATTORNEY IV/WORKFORCE DATA ATTORNEY	326-420-5780-002
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
GENERAL COUNSEL UNIT/PAY DATA SECTION		R02
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under the general direction of an Assistant Chief Counsel, the Attorney IV/Workforce Data Attorney supports the Legal Division’s enforcement of employers’ obligations to report annual pay data (Government Code section 12999), including through non-filer review, providing technical legal support to other Department staff concerning the collection and analysis of pay data reporting, supporting the promulgation of necessary regulations, and leading the Department’s efforts to enforce compliance with pay data reporting requirements. The Workforce Data Attorney works closely with the Legal Division’s Workforce Data Officer to identify possible systemic violations of civil rights laws within the Department’s enforcement jurisdiction relating to compensation discrimination and unequal pay and works with other Legal Division staff on discovery and workforce data analysis in civil rights enforcement actions.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Provide technical legal support to other Department staff regarding collection and analysis of pay data reporting, advise other Department staff of the promulgation of regulations as needed, analyze employers’ compliance with pay data reporting requirements, bring enforcement actions against non-filers.	
25%	Work with other attorneys and legal support staff to assess statistical evidence, design discovery plans, and support efforts to engage in pre-dispute resolution and settle cases involving systemic pay discrimination and unequal pay in both pre- and post-litigation.	
25%	Working with the Workforce Data Officer, review filed administrative complaints and pay data reporting to recommend investigations of potential systemic discrimination.	
10%	Provide legal analysis and advice as needed on general topics as part of the General Counsel Unit.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
DESIRABLE QUALIFICATIONS:		
<ul style="list-style-type: none"> <li>• Knowledge of and experience with civil rights laws</li> <li>• Knowledge of litigation methods in employment discrimination and group/class cases</li> <li>• Knowledge of and experience with reviewing technical information, including statistical analysis and IT-related Documentation</li> </ul>		



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- Knowledge of and experience with reviewing technical information, including statistical analysis and IT-related Documentation
- Ability to manage conflict and sensitive issues
- Ability to use sound judgment
- Ability to work with people, including opposing counsel, in a professional and civil manner.
- Commitment to public sector service.
- Travel as required to conduct state business
- Ability to speak a second language (bilingual) or American Sign Language preferred

### TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Requires daily use of a personal computer and related software applications at a workstation
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks
- Requires prolonged use of a workstation for 6.5 to 7 hours per day
- Requires dependability and excellent attendance records
- Requires occasional travel to attend meetings and trainings and to conduct depositions, trials, interviews, and mediations

### TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed. Travel expenses from your home to your assigned headquarters location are considered part of a normal commute and are not reimbursable.

### SPECIAL REQUIREMENTS:

#### **Supervision Received:**

The Attorney IV receives general supervision from their Assistant Chief Counsel and may receive direction from the Chief Counsel, Deputy Chief Counsel, and other Assistant Chief Counsels subject to assignments.

#### **Supervision Exercised:**

This position has no direct supervisory functions.

#### **Administrative Responsibility:**

Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel.

#### **Personal Contacts:**

The Attorney IV has daily contact with their Assistant Chief Counsel, Department attorneys, other members of the Legal Division, and Departmental management and staff.



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The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

**SUPERVISOR NAME (PRINT OR TYPE)**

**SUPERVISOR SIGNATURE**

**DATE**

### EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

**EMPLOYEE NAME (PRINT OR TYPE)**

**EMPLOYEE SIGNATURE**

**DATE**