



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Dispute Resolution	Attorney IV (.5 Timebase)	326-620-5780-003
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
		R02
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under the general supervision of the Deputy Director of the Dispute Resolution Division, with minimal review and substantial authority, an Attorney IV works with broad discretion, prudence, and independence with minimum supervision and is expected to be an expert in the most complex area of the law within the department. The Attorney IV class is distinguished from the lower-level Attorney classifications by the level of difficulty of assignments given to incumbents and the expertise the incumbent brings to these assignments. An Attorney IV does not supervise lower-level attorney staff, but may act in a lead capacity.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Judiciously schedule the most complex, difficult, and sensitive pre- and post-investigation mediations for individual, class, group, and systemic civil rights cases. Engage in pre-mediation work including:</p> <ul style="list-style-type: none"> • Review all documents in the Mediator Portal for the case. • Facilitate the convening of mediations in a manner that ensures parties understand the process and prioritizes the parties' needs and preferences with respect to timing and format (i.e. video, phone, in-person, etc.). • Conduct pre-mediation calls with parties to obtain further information about their positions. • Facilitate pre-mediation negotiations as appropriate. • Review and analyze parties' pre-mediation submissions, including mediation briefs and documents. • Research issues raised in the complaint, pre-mediation briefs, and other documents to identify any legal or policy concerns that need to be addressed prior to mediation or in mediation. • Inform DRD management of any concerns prior to the mediation, consistent with Division and Departmental policy. • Meet Dispute Resolution Division timelines and protocols for convening mediations. 	



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35%	<p>Conduct a mediation fostering an environment that is mindful of the needs and sensitivities of the parties, including the following:</p> <ul style="list-style-type: none"> • Maintain awareness and adherence to mediation ethics and rules of professional conduct. • Assist parties in evaluating strengths and weaknesses of cases. Negotiate with parties and create an opportunity for a mutually agreeable resolution. • Meet Dispute Resolution Division timelines and protocols for conducting and completing mediations, and reporting outcomes.
25%	<p>Prepare and review written settlement agreements consistent with California law and Departmental procedures. Keep abreast of developments and changes in the law and conduct legal research as necessary. From assignment through closure of the mediation case, keep the parties informed about status, including mediation dates and case closure.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	<p>Attend training sessions and staff meetings. Perform other duties/projects as assigned including, at times, developing training materials and conducting outreach and education, and establishing and maintaining trainer and mediator partnerships.</p>
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Completion of at least 80 hours of verifiable formal mediation training that includes conflict resolution, mediation theory and role-play and mastery of the laws governing mediation, including, but not limited to confidentiality. • Mediation of at least 250 cases alleging Fair Employment and Housing Act, Unruh Civil Rights Act, and/or Ralph Civil Rights Act cases to conclusion in the role of mediator, including but not limited to group or class complaints. • Excellent communication skills and ability to effectively interact with people in emotionally charged situations. • Ability and experience in the role of mediator effectively analyzing issues in dispute, evaluating their importance and susceptibility to compromise and formulating ideas and practical suggestions for alternative solutions. • Experience conducting mediations via videoconference using web-based platforms such as Zoom or other videoconferencing platforms. • Ability to multi-task, meet deadlines and work well under time constraints. • Excellent organizational and case management skills. • Integrity, initiative, tact, dependability, good judgment, and ability to work independently and cooperatively. • Ability to operate a computer and knowledge of Excel and MS Word software programs. • Some travel is required to conduct State business. • Ability to speak a second language (bilingual) or American Sign Language preferred, but not required. 	



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TYPICAL WORKING CONDITIONS:		
<p>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.</p> <ul style="list-style-type: none"> • 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 conduct on-site mediations. 		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-hybrid.		
SPECIAL REQUIREMENTS:		
<p>Adheres to all applicable laws, regulations, policies and procedures, including but not limited to the CDRC Standards of Practice for California Mediators, the State Bar of California Rules of Professional Conduct, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, and directions from departmental management personnel.</p> <p>The incumbent has contact with Departmental management and staff, complainants, respondents, and legal representatives.</p>		
<p>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.</p>		
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