

California State Auditor

Duty Statement



Classification:	Attorney IV
Position Number:	339-100-5780-900
Division:	Legal Division
Employee Name:	
CBID:	E97
Headquarter Location:	TBD
Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Position Description/Duties: Under the direction of the Chief Counsel and under the direct supervision the Assistant Chief Counsel, the Attorney IV performs complex and sensitive legal work as delineated below. The Attorney IV works in an independent, non-partisan capacity, advising the State Auditor on the laws that apply to government agencies and programs in California, and assists the Chief Counsel and other employees in performing legal research and analysis. Duties include working independently or in a team environment to provide formal and informal oral and written legal advice on a variety of issues.	
Job Functions - Essential (E) / Marginal (M) Functions:	
40% E	Personnel Counsel and Representation <ul style="list-style-type: none"> • Ensure human resources policies are aligned with applicable laws and regulations. • Partners with the human resources office on a variety of issues including performance management, workers compensation, reasonable accommodation, sexual harassment prevention, equal employment opportunity, the Family Medical Leave Act, and other applicable laws and regulations governing public employment. • Performs, and provides advice to other staff or outside contractors performing, workplace investigations. • Drafts personnel actions, including but not limited to notices of adverse action and counseling memoranda. • Represents the Office in employment-related legal matters, including but not limited to administrative hearings and, upon occasion, assists other Legal Division or outside counsel in litigation on behalf of or in defense of the Office.
40% E	Legal Support to Investigations <ul style="list-style-type: none"> • Reviews complaints and provides legal advice on whether allegations are improper governmental activities under the Whistleblower Protection Act. • Gathers and analyzes relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities. • Interprets and applies those laws to particular regulatory programs or legal issues identified as part of an investigation; and provides summaries and opinions of those laws. • Communicates the results of research and analysis, both verbally and in writing, to investigations staff, management and others within the Office. • Assists investigations staff with determining whether a particular complaint is properly predicated. • Writes sections of investigative reports, if necessary, that pertain to complex areas of law. • Reviews investigative reports and related correspondence for legal content and consistency, including the development and review of investigation recommendations involving legal compliance or changes in law. • May occasionally provide information and briefings to Members of the Legislature, legislative staff and other stakeholders, as requested by Office management.

20% E	<p>General Legal and Audit Support</p> <ul style="list-style-type: none"> • Prior to the approval of a performance audit request by the Legislature: <ul style="list-style-type: none"> ○ Conducts highly critical and time-sensitive preliminary legal research and analysis to support the Office's audit analyses. • Following the approval of a performance audit, or the commencement of a compliance or financial audit: <ul style="list-style-type: none"> ○ Gathers and analyzes relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities. ○ Interprets and applies those laws to particular regulatory programs or legal issues identified as part of the audit; and provides summaries and opinions of those laws. ○ Communicates the results of research and analysis, both verbally and in writing, to management and others within the Office. ○ Writes sections of audit reports, if necessary, that pertain to complex areas of law. ○ Reviews audit reports and related correspondence for legal content and consistency, including the development and review of audit recommendations involving legal compliance or changes in law. • Provides information and briefings to Members of the Legislature, legislative staff and other stakeholders, as requested by Office management. • Reviews, drafts, and provides legal advice on proposed legislation, regulations, manuals, legal forms, and internal office policies. • Provides appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentiality. • Interprets laws and regulations, and drafts and reviews legal documents including notices of adverse action, subpoenas, court documents, and contracts. • Assists and/or represents the Office in meetings that require a legal expert.
Supervision Received:	The Attorney IV reports directly to and receives the majority of assignments from the Assistant Chief Counsel; however, direction and assignments may also come from the Chief Counsel and the Deputy State Auditor, Investigations.
Supervision Exercised:	None.
Special Requirements:	<ul style="list-style-type: none"> • Active membership in the California State Bar is required for this position. Extensive experience independently performing state personnel work. • This position requires the ability for prolonged sitting and to work at a computer for extended periods of time.
Working Conditions:	<ul style="list-style-type: none"> • Work is performed in an office environment within a high rise building. Flexible telework; dynamic workplace and colleagues; office is excluded from collective bargaining. • Work requires sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require occasional travel throughout the State of California.

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Supervisor's printed name

Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

Incumbent's signature

Incumbent's printed name

Date

*If a reasonable accommodation is necessary, please contact Human Resources to begin the interactive process.