



Office of the State Public Defender
Position Duty Statement
 HR- 5795 (03/2025)

Proposed

Classification Title Attorney III		Department Office of the State Public Defender (OSPD)	
Working Title Racial Justice Act (RJA) Specialist Attorney		Office/Unit/Section/Geographic Location Indigent Defense Improvement Division (IDID) /Sacramento-Oakland	
Position Number 426-013-5795-xxx		Name and Effective Date	
WWG: SE	CBID: R02	Tenure: P	Time Base: FT

General Statement: The IDID assists public defender offices, panel offices, contract attorneys, and anyone providing indigent defense services throughout the state of California. Under the direction of the Attorney Supervisor, Capacity Building Director of IDID’s Special Programs/ Technical Assistance Unit, the RJA Specialist Attorney is responsible for a variety of assignments related to providing training, resources, technical assistance, and project development regarding the RJA. These assignments are designed to support and improve indigent defense services across California and advance the law. Duties include but are not limited to the following:

Specific Tasks [Essential (E) / Marginal (M) Functions]

- 50% (E) Researches and analyzes all aspects of California’s RJA and any related statutes, including all caselaw developments, to support statewide litigation of RJA claims. Engages in the development and delivery of RJA trainings and facilitates statewide meetings on key aspects of the RJA and related statutes, including data claims, disparities, and experts. Supports trial counsel, experts, professors, and community advocates by researching and providing resources, participating in consultations, and facilitating connections within the field. Responds to inquiries from indigent defense providers on substantive law. Gathers, organizes, and summarizes materials, articles, caselaw, and data, ensuring their accessibility through OSPD’s RJA SharePoint.
- 20% (E) Assists in drafting amicus briefs, memos on legal developments, and articles to advance relevant law. Participates in trainings and coalition meetings regarding the RJA and other new statutes/laws. Provides timely responses to requests submitted through the OSPD RJA listserv as required.
- 15% (E) Assists in providing technical assistance to policy makers and collaborates with stakeholders on matters related to the RJA and other relevant statutes. Participates in activities designed to build the capacity of counties to engage in RJA claims, including attending meetings, contributing to trainings, and assisting coalition building efforts. Represents the agency in discussions about the RJA with media outlets and the academic community, as authorized by the State Public Defender.
- 10% (E) Provides litigation support and collaborates with trial counsel and OSPD internal appellate counsel in preparing briefing and materials to advance the RJA and related statutes.

5% (M) Other job-related duties and tasks as assigned.

Supervision Received

The RJA Specialist Attorney reports directly to and receives assignments from the Attorney Supervisor. They may also receive assignments from the IDID Executive Director, the Chief Deputy, Chief Counsel, and the State Public Defender.

Supervision Exercised

None.

Administrative Responsibility

Posting, updating, and maintaining RJA SharePoint materials.

Personal Contacts

The RJA Specialist Attorney maintains continuous contact with OSPD attorneys, management staff, and other OSPD employees, as well as frequent contact with representatives from defenders, community advocacy groups, academics, non-profit organizations and other legal system stakeholders, as well as policy makers.

Actions and Consequences

The RJA Specialist Attorney performs public facing training and technical assistance. Failure to adequately perform these tasks could negatively impact the implementation of new laws and negatively reflect on the reputation of OSPD and its mission to provide high quality training and technical assistance to indigent defense providers.

Functional Requirements

Full-time teleworking is permitted, consistent with State policy. Business travel reimbursements consider an employee's designated Headquarters Location and primary residence. The policy may be subject to change by the California Department of Human Resources (CalHR). All commute expenses to the headquartered location will be the responsibility of the incumbent. When in office, incumbent utilizes typical office equipment such as, but not limited to, telecommunications equipment, computers, and photocopiers/scanner. Work in the office includes the sitting, under fluorescent lighting with sufficient temperature control. Occasional transport of small office equipment.

Desired Qualifications

- Experience litigating the RJA. Ideal candidate would have experience litigating the RJA in California trial courts.
- Experience designing/providing legal trainings and consultations to attorneys and/or community groups.
- Strong written and oral communication skills, including ability to adjust communication styles to address/target different audience.
- Knowledge of California's indigent defense system and criminal legal stakeholders.
- Experience facilitating group conversations and working effectively within coalitions.
- Ability to survey the field to assess immediate versus long term needs and develop strategic priorities accordingly.

- Strong administrative and organizational skills to collect and maintain data, articles, and resources.
- Strong legal research and writing skills.
- Ability to work both independently and collaboratively.
- Knowledge of Microsoft Suite including SharePoint and Teams.

Special Requirements

- This position is designated under the Conflict-of-Interest (COI) Code and is responsible for making or participating in the making of governmental financial decisions that may require the disclosure of personal financial interests. The incumbent is required to complete a Form 700 within 30 days of appointment and annually.
- The incumbent is expected to always maintain confidentiality due to the access to sensitive information and the nature of the work performed.
- Due to the nature and duties of the position, IDID attorneys are sometimes required to work nights, weekends, and other non-traditional schedules. Some duties must be performed in person, such as certain stakeholder meetings, presentations, and live trainings. The position requires traveling to conferences, meetings, and training events up to 10% of the time and includes occasional overnight travel, up to a week. Travel is primarily by automobile but also includes occasional train, airplane, or public transportation.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Printed Name

Employee Signature

Date

I certify that this duty statement represents the current and accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Printed Name

Supervisor Signature

Date