CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
Central Office/Executive/CALPIA	Legal Services Unit
3. Classification Title:	**4. Proposed Incumbent (if known):**
Attorney IV	Vacant
5. Current Position Number (Agency-Unit-Class-Serial):	**6. Effective Date:**
063-022-5780-001	

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under general direction of the Chief Counsel, the Attorney IV provides comprehensive, senior-level legal support and counsel to the Prison Industry Board (PIB), CALPIA, CALPIA's General Manager and Executive Staff, and CALPIA's various programs and operations on a variety of legal issues, such as constitutional, public contracting, employment and labor, workplace safety and health, privacy, and administrative law. The incumbent serves as the lead attorney for CALPIA in administrative hearings and assists less experienced attorneys and legal staff. The Attorney IV must be able to independently perform complex, novel, and sensitive legal work with broad discretion and minimal supervision under pressure. The incumbent must also develop and maintain collaborative working relationships with clients, colleagues, public, and stakeholders as well as act with a high ethical standard. Travel may be required to different court locations, client meetings, or work -related events.

8. Work Schedule: Flexible schedule and part-time telework is available for this position.

9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
30%	Independently researches, analyzes, and provides oral and written legal advice regarding all types of personnel issues, including corrective and progressive discipline, leave, worker's compensation, the Fair Employment and Housing Act, Title VII of the 1964 Civil Rights Act, the American with Disabilities Act (ADA), and other employment-related state and federal laws and regulations. Provides verbal and written legal advice regarding employee investigations, proposed disciplinary actions, and complex employment matters. Represents CALPIA and provides advice regarding ADA, worker's compensation, and grievance and staff complaint issues involving incarcerated workers. Advises and assists less experienced attorneys performing these duties. Travels to various locations, as necessary, to perform these duties.
25%	Represents and provides counsel to CALPIA in all phases of administrative proceedings before the State Personnel Board (SPB) and the California Department of Human Resources (CalHR) as the lead attorney, including evidence gathering and preparation, drafting pleadings and motions, drafting and responding to discovery, participating in settlement negotiations, analyzing and reporting on settlement offers, drafting settlement agreements, preparing witnesses and evidence for hearing, drafting and presenting opening and closing arguments, conducting direct and cross examinations, and presenting, admitting, and excluding evidence. Provides guidance and assistance to less experienced attorneys representing CALPIA in administrative proceedings. Acts as the liaison with outside counsel with respect to any civil litigation, writs or appeals related to State Personnel Board or California Department of Human Resources administrative proceedings. Travels to various locations, as necessary, to perform these duties.
10%	Provides advice to CALPIA regarding Department of Industrial Relations, Division of Occupational Safety and Health (OSHA) regulations and requirements. Represents and provides legal advice to CALPIA with respect to OSHA citations, including but not limited to whether to challenge potential citations or appeal citations. Represents CALPIA in any administrative proceedings before the Occupational Safety and Health Appeals Board as the lead attorney, conducting the same types of duties as in SPB/CalHR administrative proceedings. Provides guidance and assistance to less experienced attorneys representing CALPIA in administrative proceedings. Travels to various locations, as necessary, to perform these duties.
10%	Monitors, advises, and assists with civil litigation-related matters, including acting as the CALPIA liaison with outside litigation counsel representing CALPIA or related persons, analyzing and reporting on litigation and settlement strategies, completing internal litigation holds and ensuring compliance with the same, reviewing and assisting litigation counsel with discovery and evidence gathering, approving expert witness expenditures, attending depositions, attending mediations and settlement conferences, reviewing and approving dispositive motions, monitoring legal bills, analyzing and approving draft settlement agreements, attending court trials, writs, and appeals and reporting to the Chief Counsel re same. Represents CALPIA in civil litigation matters when required and authorized by law, acting as CALPIA's counsel of record in all aspects of civil litigation. Travels to various locations, as necessary, to perform these duties.
10%	Advises staff with legal issues involved in public contracting and procurement, joint venture partnerships, and interagency agreements. Advises staff on Public Contract Code, Labor Code, and other laws and regulations governing CALPIA contracting. Reviews and approves contracts. Represents CALPIA with respect to any contract disputes, including but not limited to negotiating settlement.
5%	Represents and provides counsel to CALPIA in connection with legal requests and processes, including responses to subpoenas and Public Record Act requests. Analyzes and drafts relevant communications and responses, researches and analyzes relevant law, assists in gathering relevant documents, takes appropriate action to protect privacy rights, privileges, and other confidential information, and ensures that relevant deadlines are met. Attend depositions and court proceedings, if necessary. Travels to various locations, as necessary, to perform these duties.
5%	Advises staff on small claims filed against CALPIA or current/former CALPIA employees. Drafts, files and serves all necessary communications and pleadings for defense of small claims actions. Advises non-attorney defendants and CALPIA representatives in defense of the claim, including attending any hearings or trials and providing legal support and advice. Represents CALPIA and any current/former CALPIA employees in appealing any small claim judgments against them, including but not limited to drafting all pleadings and appearing and arguing at all appeal hearings. Travels to various locations, as necessary, to perform these duties.

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9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
5%	**MARGINAL FUNCTIONS** Performs other job-related duties as required to fulfill CALPIA's mission, goals, and objectives. Additional duties may include, but are not limited to, complying with general State and CALPIA administrative reporting requirements and supervisor's work expectations (i.e., completion of timesheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.), training other staff regarding legal issues, and attending staff meetings, CALPIA graduations, and Prison Industry Board meetings. **ADDITIONAL EXPECTATIONS** This position requires a valid Class C Driver's License. The Attorney IV must have excellent research, analytical, and writing skills, experience in drafting legal memorandum, correspondence, legal pleadings, and other types of legal documents, and the ability to provide sophisticated legal advice on complex issues to attorneys and to non-attorneys, both orally and in writing. Statewide travel may be required to perform essential functions.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME:	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Julie Harlan	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NL 4/9/2025		