

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
DUTY STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>	
VACANT	Attorney IV	326-XXX-5780-XXX	
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Incumbent</b>	<b>Prior Pos # (if applicable)</b>
Legal Division/			

**SUMMARY OF RESPONSIBILITIES**

Under the direction of the Chief Counsel or Assistant Chief Counsel, the Attorney IV will perform the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty in accordance to the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act. Duties of the Attorney IV include, but are not limited to, the following:

**Description of Essential Functions:**

- 25% Prosecutes individual, class, group and systemic civil rights cases. Supports the Legal Division by handling litigation assignments of the highest difficulty and complexity. The incumbent is a lead in general and complex litigation, representing the Department in trial courts and other forums. Develops and implements litigation and alternative dispute resolution strategies. Conducts and defends depositions.
- 25% Conducts and oversees research and writing for bringing and defending motions including, motions for summary judgment, discovery motions, expert motions, motions in limine, etc. Conducts analyses and research of statutory and case law and drafts legal opinions. Conducts legal writing and research.
- 25% Assists in developing Legal Division strategies and proposals to identify cases for class and group actions under the Department's statutory authority, analyze statutory and regulatory authority, and acts as a lead in the identification, design and conduct of investigations.

**Marginal Functions:**

- 10% Works cooperatively with a variety of individuals and organizations and maintains the confidence and respect of others; works effectively and efficiently under pressure. Designs and leads outreach campaigns to civil rights stakeholders.
- 5% Defends the Department and litigates cases before the State Personnel Board, other administrative tribunals, and civil court relating to personnel actions.
- 5% Provides legal training and outreach, and responds to difficult legal correspondence. Prepares for and presents training on civil rights law to the Legal and Enforcement Divisions' staff, as well as to stakeholders and the public.
- 5% Prepares reports, logs, and legal staff budgets; conducts special projects for the Chief Counsel, Chief of Enforcement, Chief Deputy Director, Director, and other members of the executive staff; and other duties as required.

### **Desirable Qualifications:**

- Experience leading complex civil rights litigation in employment, housing, public accommodations, hate violence, and/or human trafficking.
- Excellent investigative skills, analytical skills, writing ability, and organizational skills.
- Experience working with experts and analyzing large document productions and datasets.
- Outstanding oral communication skills, including oral argument expertise before courts.
- Strong initiative and work ethic.
- Ability and desire to learn new areas of the law and procedure.
- Ability to multi-task and meet deadlines.
- Ability to communicate with different types of people in different roles.
- Openness to take direction and accept feedback from supervisors and managers.
- Ability to work with people, including opposing counsel, in a professional and civil manner.

### **Knowledge and Abilities:**

**Knowledge of:** Legal principles and their application; legal research methods; court procedures; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced.

**Ability to:** Analyze legal principles and precedents and apply them to the most difficult and complex legal and administrative problems; perform the most difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft the most complex and difficult opinions, pleadings, rulings, regulations and legislation; negotiate effectively and conduct litigation that is most complex and sensitive in nature; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; work effectively under pressure.

### **Work Environment, Physical, or Mental Abilities:**

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 conduct on-site mediations.

### **Supervision Received:**

The Attorney IV is supervised by the Chief Counsel or Assistant Chief Counsel.

### **Supervision Exercised:**

In capacity of lead attorney in complex group and class actions, may delegate and review the work of other attorneys.

**Administrative Responsibility:**

Adheres to all applicable laws, rules, policies and procedures.

**Personal Contacts:**

The Attorney IV has daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in such information being released to unauthorized persons and/or incorrect information forming the basis for personnel management decisions.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date