

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

Employee Name	Classification Name	Position Number	
Vacant	Attorney IV	326-410-5780-005	
Division/Unit	Date	Prior Incumbent	Prior Pos # (if applicable)
Legal/Elk Grove	08/05/20		

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. Duties of the Attorney IV include, but are not limited to, the following:

Description of Essential Functions:

- 35% Enforces civil rights laws by prosecuting class, group, individual Director's complaints in state and federal courts. 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.
- 20% Develops and implements litigation and alternative dispute resolution strategies. Conducts analyses and research of statutory and case law and drafts legal opinions, conducts legal writing and research, provides legal training and outreach, and responds to difficult legal correspondence. Works with investigators in individual and group settings to identify meritorious cases and develop investigative plans.
- 15% 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. Works with consulting experts to develop class and group investigations and litigation.

Marginal Functions:

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

Desirable Qualifications:

- Experience in handling complex civil rights litigation in employment, housing, public accommodations, hate violence, and human trafficking
- Excellent analytical skills, writing ability, and organizational skills
- 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
- Outstanding oral communication skills
- Demonstrated openness to take direction and accept feedback from supervisors and managers
- Demonstrated 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 to successfully perform the essential functions of the job with or without reasonable accommodation.

- Requires ability to communicate diplomatically and professionally with co-workers and members of the public
- Requires ability to effectively handle stress, and work in a noisy and fast paced environment
- Requires daily use of a telephone and computer in a workstation for 6.5 to 7 hours per day
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day
- Requires punctual and regular attendance

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