



Attorney IV

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
250 or 252	Exempt	2 – Professionals	Unrepresented	14	8-09	851	1 of 2

DEFINITION: Under general supervision, performs the District's most complex civil legal work in either labor relations, or property damage and personal injury cases.

REPORTS TO: The General Counsel and Assistant General Counsel, or designee

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Provides legal advice, and renders legal opinions on matters assigned by the General Counsel or Assistant General Counsel.
- Confers with the General Counsel, Assistant General Counsel, General Manager, and other District executive staff to formulate and implement policies for the District in the area of assignment.
- Develops District administrative policies and procedures to ensure compliance with applicable state and federal laws and regulations, as well court-ordered judgments, settlements, and decrees.
- Drafts and analyzes resolutions, memoranda, contracts, and other legal documents.
- Provides expert legal supervision to investigations, fact-finding, depositions, and other activities required in connection with negotiations or litigations.
- Directs and monitors the work of administrative and clerical staff in the Legal department. May direct or monitor the work of subordinate attorneys, as assigned.
- May be required to temporarily replace or act in the position of the senior District staff member to whom this position normally reports, and may be required to perform some or all of that senior staff member's essential functions in such situations.

Additional Functions - Labor Attorney Assignment:

- Interprets, implements, and administers labor contracts; and may act as lead negotiator for the District in labor negotiations and other employment matters.
- Conducts or monitors labor and employment related litigation in state and federal courts, administrative tribunals, and in labor arbitrations for the District.
- Provides legal advice on employment law, federal and state labor regulations, and the collective bargaining agreements to the General Manager, Chief Human Resources Officer, and other District staff.
- Develops policies and procedures regarding labor and employment law, to ensure compliance with applicable federal and state labor laws, and the District's collective bargaining agreements.
- Recommends personnel actions, when appropriate.
- Performs related duties as required

Additional Functions - Trial Attorney Assignment:

- Litigates major property damage and personal injury cases for the District.
- Conducts settlement negotiations, and recommends settlement amounts and details to the General Counsel or Assistant General Counsel.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Approved by Rick Fernandez, General Manager

Date



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- Provides general legal direction to the Risk and Safety departments.
- Performs related duties as required.

Knowledge & Abilities Required – Labor Assignment:

Knowledge Of: Federal and state labor laws and regulations; negotiation strategies and principals of labor contract implementation; trial procedures, strategies, legal principles, and appellate practice in labor and employment law; methods, principles, and practices of legal research and investigation, judicial procedure, and the rules of evidence; modern office software for word-processing, presentation, and spreadsheets at the intermediate level of proficiency; and principles of supervision and leadership, including motivation and team building.

Ability To: Represent the District effectively and persuasively in trials, depositions, and other forums; negotiate union contracts, labor disputes, and grievances such as wage and hour; analyze and apply legal principles and precedents to specific legal problems; perform legal research; evaluate alternatives and make sound recommendations; prepare clear, concise, and complete legal documents, contracts, agreements, reports, correspondence and other materials; exercise initiative and independent judgment; make effective court, hearing, and public meeting presentations; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Knowledge & Abilities Required – Litigator Assignment:

Knowledge Of: Rules of evidence, trial tactics, legal principles related to civil and administrative law including personal injury and property damage; state and federal court procedures; general statutory and case law applicable to public agencies; methods and techniques of legal research; medical terminology; modern office software for word-processing, presentation, and spreadsheets at the intermediate level of proficiency; and principles of supervision and leadership, including motivation and team building.

Ability To: Represent the District effectively and persuasively in court trials, depositions, and other legal forums; perform legal research; analyze, appraise, and apply legal principles, facts, and procedures to difficult legal problems; present statements of facts, law, and argument clearly and logically in written and oral form; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Other Minimum Qualifications – Both Assignments

Education: A Juris Doctor degree from an accredited law school.

Experience: At least seven (7) years of progressively responsible experience as a practicing attorney, with emphasis on either property damage and personal injury, or labor relations cases; depending upon the area of assignment. Legal experience in a unionized, and/or public sector environment is highly desirable.

License Requirement: Must be licensed to practice law in California and federal courts and administrative tribunals.

Special Requirements: May be required to work outside regular business hours.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to attend off-site trials, hearings, and negotiations.

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