



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.*

**Position:**

Attorney IV

**Position #:**

917-195-5780-XXX

**Salary Range:**

\$11,644 - \$15,627

**Issue Date:**

December 6, 2024

**Final Filing Date:**

December 20, 2024

**Contact:**

Elizabeth Stevenson-White  
(916) 341-6891

BSCCHR@BSCC.CA.GOV

**Location:**

Board of State and Community  
Corrections  
2590 Venture Oaks, Suite 200  
Sacramento, CA 95833

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via CalCareers or to the address below:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – IG  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-195-5780-XXX. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

**Scope of Position:**

Under the administrative direction of the General Counsel of the Board of State and Community Corrections (BSCC) and in consultation with the Director of the In-Custody Death Review Division of the BSCC, the Attorney IV provides advanced legal counsel, rendering legal advice and opinions, and high-level policy development for the In-Custody Death Review Division (ICDR), a division focused on reviewing deaths in local detention facilities. This position requires an advanced level attorney capable of standing up a new state Division that will engage in sensitive and difficult legal matters involving complex investigations and analysis of in-custody death. The Attorney IV will perform at the advanced journey level and conduct legal research, attend legislative hearings, independently develop policy for in-custody death reviews, determine how sensitive and private information is handled by ICDR staff members, identify precedents and their respective significance, review and respond to Public Records Act requests related to the death reviews, and ensure compliance with the newly enacted Penal Code section 832.10.

The Attorney IV will serve as legal counsel to the ICDR Director, Executive Director, and General Counsel on developing regulations related to the implementation of the program and review reports to ensure compliance with privacy laws. The Attorney IV will draft briefs, respond to challenging and sensitive legal correspondence, and develop strategies and tactics in complex disputes and litigation. The role demands a high degree of independence with minimal supervision and expertise and proficiency in statutory interpretation, case law, administrative law, and the California Public Records Act.

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Serve as legal counsel to the ICDR Director, Executive Director, and General Counsel, providing advanced legal advice, and counsel on the implementation of Senate Bill 519 (Chapter 306, Statutes of 2023). Conduct advanced legal research and develop policies and procedures for conducting reviews of in-custody death investigations and determining how sensitive and private

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information is received, analyzed, and managed by ICDR staff. Provide legal counsel on developing regulations related to the implementation of the ICDR program. Review and prepare reports to ensure compliance with privacy laws. Attend legislative hearings, draft briefs, respond to challenging and sensitive legal correspondence, and develop strategies and tactics in complex disputes or litigation. Respond to challenging legal correspondence and render legal opinions to the ICDR Director, BSCC Executive Management, and the BSCC Board.

- Develop policies for sharing information with the public, community members, other government entities, and other interested parties in accordance with applicable statutes and case law. Receive, analyze and assess Public Records Act (PRA) requests to determine the legal obligations for disclosure, identify records subject to exemption, and prepare responses that are both legally compliant and sensitive to the needs of interested parties, including family members of the deceased. Coordinate with BSCC General Counsel, BSCC divisions, and external entities to ensure the accurate and timely fulfillment of PRA requests, ensuring compliance with privacy laws, while protecting confidential and sensitive information.
- Create and deliver training sessions on topics such as compliance with legal standards, ethical issues, confidentiality, and proper handling of sensitive information. Ensure that all ICDR staff are well-versed in the legal frameworks governing their work and can carry out their responsibilities in a manner consistent with the law.
- Review and draft legislation that may impact the division. Provide legal updates to the BSCC Board. Review regulations for adoption by the BSCC and approval by the Office of Administrative Law.
- Perform other related duties such as tasks that may arise that are critical to the successful administration of BSCC's programs.

### **Desirable Qualifications:**

- Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems and analyze situations accurately to adopt an effective course of action.
- Ability to independently prepare correspondence and memoranda involving the explanation of complex legal matters in an accurate, clear, concise, and well-organized manner. Draft legal opinions, legislation, regulations, policy, procedure, and written reports.
- Exercise good judgment and make independent, sound, logical, and ethical decisions regarding highly sensitive matters and maintain confidentiality.
- Ability to communicate complex and sensitive information clearly, concisely, confidently, and with tact, sometimes in intense situations, to both members of the public and government organizations. Present complex statements of facts, law, and argument clearly to the BSCC Board.
- Ability to work effectively with a wide range of individuals and groups, including law enforcement officials, family members of recently deceased people, community and advocacy groups, and BSCC Management Team and colleagues. Must have empathy when communicating with family members of recently deceased people.
- Ability to work independently to prioritize and complete tasks, organize

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workload, multi-task, work well under pressure, and exercise initiative and adaptability.

- Ability to negotiate on complex pre-litigation matters, rulemaking, and legislative matters.
- Possess excellent organizational skills and attention to detail.