

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
HEALTHCARE RIGHTS AND ACCESS SECTION
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-149-7500-001

JOB TITLE: Senior Assistant Attorney General - CEA, Range B

CLASSIFICATION: Career Executive Assignment (CEA)

CBID: M01

STATEMENT OF DUTIES: Under the administrative direction of the Chief Deputy Attorney General, and the administrative and legal direction of the Chief Assistant Attorney General, Public Rights Division, the Senior Assistant Attorney (Senior Assistant) General plans, organizes and directs the work of the statewide Healthcare Rights and Access (HRA) Section staff. The HRA Section is primarily responsible for the proactive healthcare work across the Attorney General's Office, which covers the areas of consumer healthcare, nonprofit healthcare transactions, healthcare antitrust, healthcare privacy, state and federal laws regulating the distribution of tobacco products in California, enforcement of the tobacco Master Settlement Agreement, and healthcare civil rights legal and policy work.

The Senior Assistant develops policies and procedures with regard to the HRA Section, represents the state, the Attorney General, state agencies and state employees before the courts, and advises the Attorney General, Governor, and other Constitutional Officers on healthcare and legal issues. The Senior Assistant is a proactive manager of the section, including providing guidance and leadership to the section's management team made up of Supervising Deputy Attorneys General. The Senior Assistant is responsible for ensuring that the section is providing effective, efficient, and high-quality legal work. The Senior Assistant is also responsible for managing the section's budget, preparing strategic plans, forecasting workload, preparation of Budget Change Proposals (BCP), and responding, evaluating, and testifying about legislation that affects the section's practice. The Senior Assistant works cooperatively with others in the office to ensure that the mission of the Department of Justice is followed.

SUPERVISION RECEIVED: Under the direction of the Chief Assistant Attorney General, Public Rights Division, the Chief Deputy Attorney General, and the Attorney General.

SUPERVISION EXERCISED: Provides supervision to Deputy Attorney General Supervisors, Deputy Attorneys General, paralegals, and other staff working in the HRA Section statewide.

TYPICAL PHYSICAL DEMANDS: The Senior Assistant may be required to sit at a computer terminal while performing research and other duties for up to six hours a day and may be required to travel to out-of-town or out-of-state hearings, court locations, or federal or state agencies, which require overnight travel. Ability to lift up to 25 lbs. may be required.

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TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 25% On a statewide basis, provides functional and strategic supervision to a staff of Supervising Deputy Attorneys General, Deputy Attorneys General, and paralegals in multiple locations working in the healthcare law field, and general representation of client agencies of the HRA.
- 25% Serves as a technical expert and primary legal advisor to the Attorney General with regard to the position's assigned responsibility over the Healthcare Rights and Access Section. Consults with the Chief Deputy Attorney General or the Chief Assistant Attorney General in the development and formulation of legal and litigation policy and program objectives, personnel management, and employee utilization.
- 15% Coordinates the work of the HRA Section with regard to issues crossing unit or divisional lines with that of the other sections in the same or other divisions as appropriate. Monitors electronic case management of section staff to provide statistical support for workload accountability and timeliness.
- 15% Performs administrative supervisory responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, probation reports, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the section, developing plans for recruitment of new staff, and any other necessary managerial tasks. This includes oversight of the section's budget, strategic planning, preparation of BCPs, workload forecasting, and responding, evaluating, and testifying about legislation.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the HRA Section. Plans the distribution of work and reviews attorney work product to ensure consistent application of departmental policies and procedures.
- 10% Coordinates the work of the HRA Section with that of local jurisdictions and other state departments as appropriate.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

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- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature _____ Date _____
Senior Assistant Attorney General

Supervisor's Signature _____ Date _____
Chief Assistant Attorney General