

**DEPARTMENT OF JUSTICE  
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE  
CIVIL PROSECUTIONS SECTION  
DUTY STATEMENT**

**CLASSIFICATION:** Career Executive Assignment (CEA) (7500), Range B  
**JOB TITLE:** Civil Senior Assistant Attorney General

**STATEMENT OF DUTIES:** Under the administrative direction of the Chief Deputy to the Attorney General, and the administrative and legal direction of the Chief of Legal Affairs, and the Chief Assistant Attorney General, Division of Medi-Cal Fraud and Elder Abuse, the Senior Assistant Attorney General plans, organizes and directs the work of the Civil Prosecutions Section staff. This section oversees all state and federal civil prosecutions for recovery attributable to fraud by Medi-Cal providers and suppliers and those providers engaged in the willful or intentional neglect or abuse of vulnerable or dependent adults

The Senior Assistant develops policies and procedures with regard to the Civil Prosecutions Section, represents state and the Attorney General, before the courts, and advises the Attorney General, Governor, and other Constitutional Officers on Medi-Cal issues. The Senior Assistant is a proactive manager of the Civil Prosecutions 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 works cooperatively with others in the office to ensure that the mission of the Department of Justice is followed.

**SUPERVISION RECEIVED:** Under the general direction of the Chief Assistant Attorney General, Division of Medi-Cal Fraud and Elder Abuse, the Chief Deputy to the Attorney General, and the Attorney General.

**SUPERVISION EXERCISED:** Provides supervision to Supervising Deputy Attorneys General, Deputy Attorneys General, paralegals, and other staff working in the Civil Prosecutions Section statewide within the Division.

**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.

**TYPICAL WORKING CONDITIONS:** 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 Medi-Cal fraud and elder abuse field related to civil prosecution.
- 25% Serves as a technical expert and legal advisor to the Attorney General with regard to the position’s assigned responsibility over the Civil Prosecutions Section within the Division. Consults with the Chief Deputy to the Attorney General, the Chief of Legal Affairs, 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 Civil Prosecutions 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% Undertakes administrative responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the section, and developing plans for recruitment of new staff.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the Civil Prosecutions 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 Civil Prosecutions 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, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)**

---

Employee Name	Date
Senior Assistant Attorney General	

---

CAAG Name	Date
Chief Assistant Attorney General	