

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF EXTERNAL AFFAIRS  
DUTY STATEMENT**

**INCUMBENT:** Vacant

**JOB TITLE:** Staff Services Manager II (Supervisory)

**WORKING TITLE:** Director

**STATEMENT OF DUTIES:** The Director (Staff Services Manager II) of External Affairs is responsible for planning, implementing, coordinating, and evaluating the Department of Justice methods of increasing external awareness of the Attorney General initiatives, such as, but not limited to: consumer protection, labor, criminal justice reform, immigration, and environmental justice reform. The position serves as the principal liaison to several local, state, and federal agencies, law enforcement agencies, business associations, labor groups and advocacy groups. The incumbent represents the Attorney General and the Department of Justice in meetings with elected officials and their representatives. Extensive interface will be required of this position in relation to attorney and management staff in various California, federal, and law enforcement agencies and departments, as well as community consumer and other advocate groups.

**SUPERVISION RECEIVED:** Under the direction of the Chief of Staff.

**SUPERVISION EXERCISED:** Direct the work of nine staff including three Staff Services Manager (Specialist) Is, and six analytical staff at the Associate Governmental Program Analysts and Staff Services Analyst level.

**TYPICAL WORKING CONDITIONS:** Office space in a smoke-free environment. Potential for partial telework available as determined feasible in a remote home office or similar environment. Occasional travel required.

**ESSENTIAL FUNCTIONS:**

**50%** Supervises, plans, organizes and directs activities of External Affairs in the daily operations. Works with the External Affairs Specialists and Advocates to set program and staff priorities and provide direction and support. Advises, trains and counsels subordinate staff, assigns and reviews work projects, prepares annual performance appraisals and probation reports, oversees personnel matters including recruitment, affirmative action efforts, reasonable accommodation, grievances and corrective actions, initiates and/or recommends personnel actions as necessary to correct inappropriate behavior, ensures that duties, responsibilities, authority and accountability of all direct subordinates are defined and understood. Ensures staff are receiving the information, training (formal and on-the-job), and feedback they need to perform successfully.

**25%** Develops, implements and advises the Executive staff on strategies for establishing, expanding and maintaining relationships with specified constituencies, and advises on the impact of department activities.

As the principal liaison with law enforcement agencies, business associations, elected officials, and labor groups, the incumbent will:

- Represent the Attorney General's office, as assigned, in meetings with public officials and their representatives;
- Plan, coordinate and direct the Department's community liaison program;
- Works with the Executive Office to ensure external groups are informed of, and have access to, Department programs, initiatives and Executive staff by arranging for speaking appearances, meetings, and other activities for the Attorney General and senior department staff.

**Outreach** - Works with elected and state public safety partners, business organizations and public and private employers to foster, support and implement the Attorney General's priorities and initiatives. Coordinates efforts with relevant department programs and sections.

**20%** **Budget and Project Management** - Administers and controls the program's budget, through budget analysis, forecasting, including projections for expenditures and encumbrances to ensure cost-effective operations and compliance. Supervises program staff, provides fiscal guidance and leadership, and sets project and fiscal priorities.

**Research and Policy Formulation** - Represents the Executive office in meetings with Department management, plans and develops policies and procedures, implements pilot projects, and serves in an advisory and technical role. Formulates, interprets and makes recommendations to the Chief of Staff regarding policy changes and all procedural and policy matters affecting the program. Conducts high-level research projects and other special projects regarding organizational effectiveness and sensitive issues. Provides documents pursuant to the Public Records Act.

**5%** Performs special projects as needed.

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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 reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

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Employee's Signature

Date

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Supervisor's Signature