SUMMARY OF RESPONSIBILITIES

Under the general direction and supervision of the Deputy Director of Dispute Resolution of the Department of Fair Employment and Housing, the Assistant Chief Counsel (ACC) supports the Deputy Director in the direction, oversight, and administration of the Dispute Resolution Division. The ACC serves as an advisor to the Deputy Director. Duties of the Assistant Chief Counsel include, but are not limited to:

Description of Essential Functions:

35% Assist the Deputy Director in planning, organizing, supervising, and directing the work of attorney mediators, non-attorney mediators, and other members of the Dispute Resolution Division. Monitor the overall quality and efficiency of the Division’s work consistent with civil rights laws, state government laws and policies, DFEH’s mission, and professional and ethical standards of conduct. Provide management and guidance to Division staff, mentor and train staff, evaluate the performance of staff, and take or recommend appropriate action. Assist with oversight of the Division’s volunteer mediator program and relationships with law school clinical programs.

35% Assist the Deputy Director in setting the strategic direction and goals for the Division. Identify and oversee the implementation of specific projects and activities to meet strategic goals and priorities. Assist the Deputy Director in setting and administering budget, resources, and management priorities and processes.

25% Handle the most sensitive and complex dispute resolution work, including assignments involving cases of the highest degree of difficulty.

Marginal Functions:

5% Other job-related duties as required.
Desirable Qualifications:

- Exceptional leadership skills
- Knowledge of and experience with civil rights laws and professional and ethical standards governing the mediation of legal disputes
- Knowledge of and experience with the development and implementation of policies and procedures
- Ability to manage conflict and sensitive issues
- Ability to use sound judgment
- Ability to work with people, including parties in dispute, in a professional and civil manner
- Commitment to public sector service
- Travel as required to conduct state business

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Requires occasional travel to attend meetings and trainings and to conduct depositions, trials, interviews, and mediations.

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

Supervision Received:

The Assistant Chief Counsel receives general supervision from the Deputy Director of Dispute Resolution and may receive direction from the Director and Chief Deputy Director.

Supervision Exercised:

The Assistant Chief Counsel will supervise FEH Counsel, Senior FEH Counsel, Attorney IV Mediators, non-attorney mediators, and support staff.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel.
**Personal Contacts:**

The Assistant Chief Counsel has daily contact with the Deputy Director of Dispute Resolution, mediators, other members of the Dispute Resolution Division, Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

________________________________________________________________________

Incumbent’s Signature  Date

________________________________________________________________________

Supervisor’s Signature  Date