

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name Vacant	Classification Name Assistant Chief Counsel	Position Number 326-xxx-5871-xxx
Division/Unit Legal Division	Date 9/14/2022	Prior Pos (if applicable)

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Chief Counsel, the Assistant Chief Counsel supervises the work of attorneys and carries a caseload of the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty. Duties of the Assistant Chief Counsel include, but are not limited to:

Description of Essential Functions:

- 30% Assist the Chief Counsel in planning, organizing, supervising, and directing the work of attorneys and other members of the Legal Division. Review and edit the written work product of Department attorneys. Evaluate the performance of staff and take or recommend appropriate action. Interview and select or actively participate in the interview and selection process for staff. Assist the Chief Counsel in setting and administering budget and management priorities and processes.
- 25% Develop strategy and tactics in mediation, litigation, and legal research related to the enforcement of the Fair Employment and Housing Act and related laws, as well as in defending the Department in litigation or threatened litigation relating to personnel issues and other matters that arise. Assist the Chief Counsel in responding to requests and other administrative matters from the Business, Consumer Services, and Housing Agency, Department Executive Staff, the United States Equal Employment Opportunity Commission, and the United States Department of Housing and Urban Development. Provide training and outreach.
- 25% Handle the most difficult and complex cases, including mediation and litigation assignments. Represent the department in mediation, hearings, and trial in state and federal court matters. Responsible for case analysis, case valuation, preparation of conciliatory and adversarial briefs, conducting and defending civil discovery, and proactive law and motion practice. Conduct legal and fact analyses and research of statutory and case law, prepare legal memoranda, draft opinions, and prepare drafts of difficult legal correspondence.
- 20% Participate in case grading with investigators, helping to identify issues and analyze cases. Maintain liaison with, and take direction from, the Chief Counsel in order to assure that the Department's mission to protect the public from discrimination is properly handled through the legal system; defend the Department and litigate cases in the State Personnel Board hearings and court trials relating to personnel actions.

Desirable Qualifications:

- Exceptional leadership skills
- Knowledge of and experience with civil rights laws
- 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 opposing counsel, in a professional and civil manner.
- Commitment to public sector service.
- Travel is required to conduct state business.
- Ability to speak a second language (bilingual) or American Sign Language preferred

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.

Supervision Received:

The Assistant Chief Counsel receives general supervision from the Chief Counsel 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, and Attorney V lawyers in the Legal Division.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel on non-legal matters.

Personal Contacts:

The Assistant Chief Counsel has daily contact with the Chief Counsel, Department attorneys, other members of the Legal 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 reasonable accommodation.

Incumbent's Signature

Date

Supervisor's Signature

Date