SUMMARY OF RESPONSIBILITIES

Under the general direction and supervision of the Chief Counsel of the Civil Rights Department (CRD or Department), the Deputy Chief Counsel (DCC) supports the Chief Counsel in direction, oversight, and administration and sets policies and procedures of the Legal Division. The DCC serves as a civil rights expert and legal advisor to the Chief Counsel; assists in supervising the work of Assistant Chief Counsels; provides guidance as needed to supervisors, attorneys, investigators, and support staff; creates and supports a work environment consistent with the Department’s core values and civil rights mission; and performs other duties as directed by the Chief Counsel.

The DCC’s duties include, but are not limited to:

ESSENTIAL FUNCTIONS

35% Assist the Chief Counsel in planning, organizing, and directing the work of Assistant Chief Counsels in affirmative litigation under the civil rights statutes enforced by the Department. Monitor the overall quality and efficiency of the Division’s work consistent with civil rights laws, state government laws and policies, CRD’s mission, and professional and ethical standards of conduct. Set, implement and evaluate policies and procedures for the Legal Division. Under the direction of the Chief Counsel, provide management and guidance to Division staff, evaluate the performance of staff, and take or recommend appropriate action.

30% Assist the Chief Counsel in overseeing the work of the Legal Division related to general counsel duties, including oversight of the administrative and operational functions of the Division. Maintain decision-making authority in case grading with CRD investigators, help to identify issues and analyze cases and compel investigative discovery, and defend CRD against third-party claims, internal claims and represent CRD personnel when subpoenaed to testify at deposition or trial.

20% Assist the Chief Counsel 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 Chief Counsel in setting and administering budget and contracts, staffing resources, and management priorities and processes, and manage divisional hiring, onboarding, training and mentoring, as well as facilities and purchasing issues.

10% Under the direction of the Chief Counsel, provide analysis, advice, and management of complex and sensitive issues relating to all aspects of divisional operations with control agencies as well as the public, legislators, EEOC, HUD, other state and federal civil rights agencies, and other external stakeholders, including the State Compensation Insurance Fund, State Personnel Board, California Department of Human Resources, Fair Political Practices Commission and the Employment Development Department. Represent the Department, Legal Division, and Chief Counsel in public functions, on committees and task forces, and with stakeholders.
MARGINAL FUNCTIONS

5% Other job-related duties as required.

Supervision Received:
The Deputy Chief Counsel receives general supervision from the Chief Counsel and may receive direction from the Director and Chief Deputy Director of the Civil Rights Department.

Supervision Exercised:
The Deputy Chief Counsel oversees all levels of staff in the Department's Legal Division.

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

Personal Contacts
The Deputy Chief Counsel has daily contact with the Chief Counsel, Department attorneys, other members of the Legal Division, Department management and staff, legal representatives, control agency representatives, and the general public.

Actions and Consequences
Failure to use good judgment in handling sensitive and confidential information could undermine the Department's ability to meet its mission, damage the reputation of the Department and the State of California and potentially result in legal liability for the Department.

Desirable Qualifications
In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Commitment – A demonstrated commitment in career roles and other experience to advance the civil rights laws enforced by the Civil Rights Department; a demonstrated commitment to justice, fairness and high quality work.

- Leadership – Demonstrated ability to fulfill a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which include: integrity, accountability, work ethic, and ethical behavior. Demonstrated ability to promote the civil rights enforcement mission of the Department; set and attain goals; convey a clear sense of purpose; lead change; be creative and innovative; and plan strategically.

- Experience - Broad and extensive experience leading, managing, training, and mentoring lawyers, investigators, and other legal staff; mastery of professional and ethical standards governing the practice of law, government administration, and government enforcement of civil rights protections.

- Communication Skills - Demonstrated ability to present information and express ideas in a clear, confident, and convincing manner; and to receive, attend to, interpret, and respond to feedback in ways that are appropriate to listeners and situations.
- Decision Making - Demonstrated ability to make informed decisions through use of data, research, analysis, and input from team members and key stakeholders; make difficult decisions in accordance with good public policy and an understanding of consequences of actions.

- Teamwork - Demonstrated ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills; and create a work culture that attracts and retains diverse and talented people.

- Public Service – Demonstrated understanding of the importance of effective civil rights enforcement in the public sector and the importance of representing the department and the state at the highest level.

**Work Environment, Physical, or Mental Abilities:**

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

- Effectively perform job duties under stress, and work in a fast-paced environment.
- Daily use of a computer and related software applications at a workstation for 6.5 to 7 hours per day.
- Occasional travel to make presentations, meet with colleagues and stakeholders, and supervise staff 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.

**Actions and Consequences**

Failure to properly perform these duties could result in the inefficient and ineffective operation of the Legal Division, have an adverse impact on the Department, and jeopardize the quality of service delivered to the public.

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

_________________________  ______________________
Employee’s Signature  Date

_________________________  ______________________
Supervisor’s Signature  Date