

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
EMPLOYMENT AND ADMINISTRATIVE MANDATE SECTION**

JOB TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES AND ESSENTIAL FUNCTIONS:

The Employment and Administrative Mandate (“EAM”) Section provides legal representation to state agencies and state officials in court and administrative proceedings involving personnel matters and claims of employment discrimination, harassment, failure to accommodate disabilities, retaliation, and other employment claims. The Section also provides advice and training on a variety of employment issues. EAM deputies conduct internal investigations for the Department and outside agencies. In addition, the Section represents specific law enforcement and regulatory state agencies in matters affecting public safety, such as vehicle and liquor licensing, the California Horse Racing Board, and attempts to obtain information from the personnel files of peace officers.

An EAM Supervising Deputy Attorney General (“SDAG”) is both a supervisor and an accomplished civil litigator. All EAM SDAGs must be able to simultaneously handle a busy caseload of the most complex and difficult legal work while also ably performing supervisory and administrative duties. An EAM SDAG supervises, directs and monitors the work of a team of subordinate attorneys and paralegals. SDAGs review and revise attorney and paralegal work to ensure that it meets the high standards expected of this Office. They honestly evaluate attorney and paralegal performance including quality, efficiency, and productivity. They advise, mentor, train, and act as role models for deputies and paralegals. As litigators, EAM SDAGs are also required to personally perform the most difficult and complex legal work related to jury trials, bench trials, writs, appeals, and administrative hearings, which requires the highest level of independent judgment. EAM SDAGs also provide advice to the Department and client agencies. They timely conduct the most difficult, complex, and sensitive investigations on behalf of the Department and client agencies. EAM SDAGs must be available to assist the Department, their subordinate attorneys, and paralegals, and our clients whenever necessary including before and after normal work hours and on weekends.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, the Chief Assistant Attorney General of the Civil Division, the Chief of the Division of Legal Affairs, the Chief Deputy Attorney General, and the Attorney General.

SUPERVISION EXERCISED: EAM SDAGs supervise, direct, monitor, assess, and review and evaluate the work of a team of legal professionals that includes Deputy Attorneys General and may include paralegals.

ESSENTIAL FUNCTIONS:

50% Provides proactive, hands-on supervision and direction to a team of legal professionals that includes Deputy Attorneys General and that may include paralegals and support staff. Assists, participates in, and monitors subordinate attorneys, paralegals, and support staff in planning and carrying out the most complex and difficult litigation through trial, post-trial, and appeal. Assists in the development of litigation plans and participates in all phases of the work of the legal professionals supervised. Manages the office’s case load and plans the distribution of work. Critically reviews the work product of subordinate staff and revises drafts to ensure final documents are of superior quality. Monitors the productivity and efficiency of subordinate staff, which includes reviewing ProLaw and other information. Honestly evaluates the performance of

subordinate staff and timely completes performance appraisals. Alerts management to and promptly and effectively takes or recommends appropriate action to address performance or misconduct issues. Assists in the recruitment process, participating in the interview and selection process for subordinate staff, and provides training on an on-going basis.

Ensures that ProLaw time keeping, case management, and document templates are accurate and up-to-date; and also ensures that ProLaw milestones are up-to-date.

- 40% Performs the most complex and sensitive legal work at the level of an expert attorney within the fields of employment and administrative law, including analysis of novel and difficult legal issues and on high-profile matters. Provides outstanding representation of clients at the most difficult, complex or sensitive jury or bench trials in the EAM Section. Often handles a jury trial without assistance or serves as the lead attorney on a trial team assigned to the most difficult, complex, or sensitive trials. Effectively represents clients before the State Personnel Board or other administrative bodies at evidentiary hearings, Board arguments, and other proceedings. Handles the most difficult, complex, or sensitive administrative matters. Effectively and professionally represents clients in the most difficult, complex, and sensitive appellate matters including before the various state Courts of Appeal, the California Supreme Court, the Ninth Circuit, and the United States Supreme Court. Effectively researches and analyzes difficult and complex appellate issues. Efficiently produces appellate briefs of exceptional quality. Makes appellate appearances and persuasively argues client's position.

Timely and professionally investigates the most difficult, complex, and sensitive matters on behalf of client agencies and the Department.

Manages a civil litigation caseload of the greatest difficulty independently, while meeting all deadlines and supervisory and administrative duties. Effectively represents clients in civil litigation matters before various state and federal courts. Performs legal research assignments of extraordinary difficulty, gathers information relevant to the litigation matters, promulgates and responds to written discovery, interviews witnesses, takes and defends depositions, analyzes the most difficult and complex legal and factual issues, and prepares for mediation, trial or other resolution. Efficiently produces written work of exceptional quality under significant time pressure and tight deadlines, including briefs in support of a demurrer or motions to dismiss, discovery motions, motions for summary judgment, mediation, trial, and appellate briefs. Makes appearances in court and effectively represents clients with outstanding oral advocacy.

- 10% Provides considered and sound advice to the Department, client agencies, public officials and representatives of public agencies on the most difficult, complex, and sensitive employment and personnel issues and other legal problems. Provides training to the Department and client agencies on employment-related and other topics. Assists in drafting and analyzing of Legislative measures and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Effective supervisory and administrative skills including the ability to effectively manage a team of attorneys and paralegals of varying abilities and skill levels.
- Be able to fairly, objectively, and honestly assess subordinate performance and to identify and effectively address subordinate performance, efficiency, and productivity issues.
- Be able to efficiently and effectively review and revise attorney work product to ensure the final work product is of superior quality.
- Effectively represent clients as the sole or primary attorney in a civil trial or evidentiary hearing.
- Effectively and persuasively advocate for clients orally before administrative bodies, trial courts, and appellate courts.
- Be able to efficiently review, organize, understand, and effectively use numerous documents from numerous sources including electronically stored information.
- Be able to take and defend depositions, interview witnesses, and examine both percipient and expert witnesses at hearings and trial.
- Effectively advocate for clients in writing including preparing briefs before administrative bodies, trial courts, and appellate courts.
- Be able to work effectively and behave with the highest level of professionalism at all times, in a high pressure environment under significant stress.
- Be able to get along with and work cooperatively and effectively with many different people with different personality types including subordinates, colleagues, supervisors, client representatives, and witnesses.
- Communicate effectively in a timely manner with supervisors, team members, and client representatives.
- Consistently provide excellent client service.
- Be able to effectively prioritize and manage several important tasks and deadlines simultaneously.
- Be able to efficiently and productively manage a challenging caseload of diverse matters while effectively performing supervisory and administrative duties.
- Be able to use ProLaw to review and monitor subordinate productivity and efficiency, manage case files, and ensure accurate billing to the Department's clients.

WORKING CONDITIONS:

- Be available to subordinates, Department management, colleagues, and clients at all times reasonably necessary including before and after regular business hours and on weekends.
- Be able to work a full time schedule that will include working more than eight hours per day and weekends when necessary, including the ability to work more than forty hours per week when required by operational needs including to assist subordinates, for trial or trial preparation, and to ensure effective representation of clients.
- Be able to travel frequently, significant distances, and stay away from SDAG's home location for extended periods of time sometimes with little advance notice when required including for hearings, witness interviews, client meetings, mediations, depositions, evidentiary hearings, trial, investigations, client advice, and other work related tasks. Travel can be to remote and distant locations within the State.
- Be able to conduct site inspections and visit and tour client facilities including mental hospitals and prisons.
- Work in an enclosed interior or exterior window office in a smoke-free environment.
- Work may require sitting at a computer terminal while performing research and other duties for significant time which may exceed six to eight hours a day.
- Be able to lift up to 25 pounds of books, legal files, exhibits, or the like.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Typed or Printed Name

Typed or Printed Name