

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
HEALTHCARE RIGHTS AND ACCESS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES: The Supervising Deputy Attorney General (SDAG) serves as one of the lead supervising attorneys in the Healthcare Rights and Access Section, directing, monitoring, supervising, and contributing to the proactive healthcare work across the Attorney General's Office which covers the areas of consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy and healthcare civil rights legal and policy work. The SDAG will be required to handle complex, sensitive, and difficult legal work in the Healthcare Rights and Access Section of the Public Rights Division for the Attorney General. The Supervising Deputy Attorney General evaluates the performance of subordinate attorneys and paralegals; provides training to subordinate attorneys and paralegals; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys and paralegals; and personally performs 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.

SUPERVISION RECEIVED: Under the direction of the Senior Assistant Attorney General, and the general direction of the, Chief Assistant Attorney General, the Chief Deputy to the Attorney General, and the Attorney General.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and may include paralegals.

TYPICAL PHYSICAL DEMANDS: The Supervising Deputy Attorney General is required to be physically present in the office and may be required to sit at a computer terminal while performing research and other duties for eight hours or more hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

25% Plans the distribution of work; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out all legal work assigned to the Healthcare Rights and Access Section, including the most complex and difficult litigation; collaborates with the legal professionals supervised in all phases of the work; assists in the development of litigation plans, investigation plans, and strategies to meet client goals in litigation matters; supervises special investigations of the most sensitive or difficult nature; conducts case reviews; and reviews and approves attorney and paralegal work product.

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- 25%** Either as the lead attorney or actively supervising the lead attorney and team, performs the most difficult legal work related to trials, writs, appeals and administrative hearings, requiring the highest level of independent judgment, including appearances before federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts.
- 20%** Advises the Senior Assistant Attorney General, the Attorney General's Chief Healthcare Advisor Special Assistant, and various legal jurisdictions, public officials and representatives of public agencies on legal issues; drafts and analyzes legislative measures and regulations, analyzes proposed legislation for impact on clients and the Department; responds to inquiries from executive staff.
- 20%** Manages the efficient processing of the Healthcare Rights and Access Section caseloads with the use of ProLaw; ensures maintenance of case information in ProLaw, including correspondence, email, pleadings, reports, and decisions; ensures that docket events and other required information is entered in ProLaw on a timely basis; ensures staff member compliance with the Strike Force's case movement and case management goals; ensures timely and appropriate entry of transactions; ensures that document templates are accurate and up-to-date.
- 10%** Performs general supervisory administrative functions, such as timely preparing probation reports and performance evaluations of subordinate staff; monitoring attendance and approving absences; participating in the interview and selection process for subordinate staff; ensuring satisfactory employee performance by fostering good working relationships with staff members, utilizing interpersonal communication, and collaboration; where necessary, engaging in conflict management and resolution; maintaining knowledge of and applying the Department's disciplinary process, bargaining unit MOU rules, and civil service laws and rules; assessing needs and arranging desirable and mandatory training; utilizing management reports to improve operations; handling projects assigned by the Senior Assistant.

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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.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date