

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CIVIL SECTION
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-651-7500-001

JOB TITLE: Senior Assistant Attorney General

CLASSIFICATION: Career Executive Assignment (CEA), Level B

CBID: M01

STATEMENT OF DUTIES: Under the administrative direction of the Chief Deputy Attorney General (CDAG), and the administrative and legal direction of the Chief Assistant Attorney General (CAAG), Division of Medi-Cal Fraud and Elder Abuse, the Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the Civil Section staff. This section oversees all state and federal civil prosecutions for recovery attributable to fraud by Medi-Cal providers and suppliers and those providers engaged in the willful or intentional neglect or abuse of vulnerable or dependent adults.

The SAAG develops policies and procedures with regard to the Civil Section, represents state, the Attorney General (AG), state agencies and state employees before the courts, and advises the Attorney General, Governor, and other Constitutional Officers on issues related to Medi-Cal fraud. The SAAG is a proactive manager of the Civil Section, including providing guidance and leadership to the section's management team made up of Deputy Attorney General (DAG) Supervisors. The SAAG is responsible for ensuring that the section is providing effective, efficient, and high-quality legal work. The SAAG works cooperatively with others in the office to ensure that the mission of the Department of Justice is followed.

SUPERVISION RECEIVED: Under the general direction of the CAAG, Division of Medi-Cal Fraud and Elder Abuse, the CDAG, and the AG.

SUPERVISION EXERCISED: Provides supervision to DAG Supervisors, DAGs, paralegals, legal secretaries, and other staff working in the Civil Section statewide within the Division.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to six hours a day and may be required to travel to out-of-town or out-of-state hearings, court locations, or federal or state agencies, which require overnight travel. Ability to lift up to 25 lbs. may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 25% On a statewide basis, provides functional and strategic supervision to a staff of DAG Supervisors, DAGs, and paralegals in multiple locations working in the Medi-Cal fraud and elder abuse field related to civil prosecution.
- 25% Serves as a technical expert and legal advisor to the AG with regard to the position's assigned responsibility over the Civil Section within the Division. Consults with the CDAG, or the CAAG in the development and formulation of legal and litigation policy and program objectives, personnel management, and employee utilization.
- 15% Coordinates the work of the Civil Section with regard to issues crossing unit or divisional lines with that of the other sections in the same or other divisions as appropriate. Monitors electronic case management of section staff to provide statistical support for workload accountability and timeliness.
- 15% Undertakes administrative responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the section, and developing plans for recruitment of new staff.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the Civil Section. Plans the distribution of work and reviews attorney work product to ensure consistent application of departmental policies and procedures.
- 10% Coordinates the work of the Civil Section with that of local jurisdictions and other state departments as appropriate.

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