

STATE OF CALIFORNIA
California Victim Compensation Board
Rev. 04/22



DUTY STATEMENT

EMPLOYEE VACANT		RPA NUMBER / JOB CONTROL # 26-070 / JC-508144	
POSITION NUMBER 040-120-5749-002	CLASSIFICATION Attorney Supervisor	WORKING TITLE Attorney Supervisor	
DIVISION Legal	SECTION Legal	CBID S02	WWG SE
WORK DAYS Monday Through Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.

Our mission is to be a trusted partner in providing restorative financial assistance to victims of crime by providing financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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DUTY STATEMENT

(REV. 04/22)

RPA 26-070**GENERAL STATEMENT**

Under the general direction of the Chief Counsel, the Attorney Supervisor plans, organizes and directs the work of a small group of attorneys and administrative staff assigned to the Section, which includes the Legal, Appeals, Probate, Custodian of Records (COR) and Criminal Restitution Compact (CRC) Sections; evaluates performance and takes or effectively recommends appropriate action; interviews and selects or actively participates in the interview and selection process for staff; develops strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex hearings, legal research, and opinion drafting for CalVCB.

% OF TIME PERFORMING DUTIES	ESSENTIAL FUNCTIONS
The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodation. This position requires travel.	
45%	Provide supervision and direction to the staff of the Legal, Appeals, Probate, and COR and CRC Sections. Plan, organize and assign work to Section staff. Review and evaluate work of staff and prepare workload and inventory reports to track and/or monitor status of workload. Perform the full range of supervisory duties by evaluating the performance of Attorneys and Section staff and taking and/or recommending appropriate action when necessary, coordinating training, completing IDPs, completing probation reports, and approving timesheets and requests for time off from staff. Actively participate in the recruitment process for selecting, developing, and retaining staff.
25%	Provide legal advice and counsel to CalVCB Board and staff on matters relating to the Sections and the Victim Compensation Program. Provide legal advice to CalVCB Board and other staff on a wide-range of general legal matters, including contracts, Public Records Act requests, subpoenas, legislation, regulations, personnel matters and labor relations, including conducting necessary legal research to support the legal advice. Confers and corresponds with, legislators, victims, advocates, and outside counsel.
20%	Review and approve proposed decisions involving CalVCB's most complex issues. Develop and implement CalVCB's policies and processes in accordance with all legal requirements, remaining consistent with CalVCB's strategic goals and objectives; continuously improve work processes and procedures; design and implement service-level goals; advise executive staff, program managers and staff of CalVCB concerning CalVCB's hearings and decisions; conduct outreach and training to other CalVCB staff, advocates, representatives, and/or parties concerning CalVCB's programs and responsibilities.
10%	Provide coverage, direction and leadership in the absence of the Chief Counsel. Assist in training Section staff to ensure efficient and effective delivery of work product that is consistent with Departmental policies and procedures.

DESIRABLE QUALIFICATIONS

Desirable Qualifications:

- Excellent writing skills.
- Interest in becoming a member of a fast-paced office involved with challenging issues.
- Active membership in the California State Bar.
- Experience in labor relations, labor law, administrative law, and/or civil and appellate litigation.
- Demonstrated ability to independently and effectively perform and complete work.
- Demonstrated ability to consistently produce timely, high-quality work.
- Demonstrated ability to exercise sound judgment.
- Demonstrated ability to work with broad discretion and handle cases in litigation.

PERSONAL CHARACTERISTICS and EXPECTATIONS

WORK EXPECTATIONS:

- Arrive to work on time and is fully accountable for working an eight-hour day.
- Come to meetings fully prepared, including handouts for distribution when appropriate.
- Effectively plan, organize and prioritize work.
- Make optimal use of time and resources.
- Manage multiple and/or changing priorities in a heavy workload situation.
- Analyze data, draw sound conclusions and present ideas and information effectively both orally and in writing.
- Follow through and ensure deadlines are met.
- Establish and maintain the confidence and cooperation of others contacted during the course of work.
- Use tact and good judgment interacting professionally with all levels of management, staff and the public.
- Keep self and others informed of important issues, problems and events.
- Attend all mandatory training.
- Maintain regular and acceptable attendance at a level determined by CalVCB.
- Must be regularly available and willing to work the hours the Board determines are necessary to meet its business needs, which may require working more than 40-hours in a work week.

INTERPERSONAL SKILLS:

- Ability to maintain a high degree of integrity and confidentiality on sensitive issues.
- Ability to problem-solve and use critical and creative thinking to effectively perform work as part of a team or individually.
- Ability to communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to foster positive working relationships with internal and external customers/clients/co-workers.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to maintain the confidence and cooperation of others.
- Ability to manage multiple and changing priorities.
- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.

- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.