

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Attorney Supervisor		WORKING TITLE Attorney Supervisor		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME DWC Legal	
ASSIGNED SPECIFIC LOCATION Oakland			POSITION NUMBER 400 – 601-5749-001	
BARGAINING UNIT S02	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the DWC Legal Unit Chief Counsel (CC) or Assistant Chief Counsel (ACC), the Attorney Supervisor directs and reviews the work of a team of attorneys involved in a variety of litigation and performs the work or acts as lead or co-counsel when necessary.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45%	Plans, directs, coordinates, evaluates, and supervises the work of a group of staff attorneys and performs the work and handles the most complex litigation and policy related matters. Provides guidance and supervision to legal unit attorneys in multiple substantive areas of law including workers' compensation law, laws related to self-insured employers; privacy laws and confidentiality requirements, provides legal advice and counsel regarding contract agreements and to the DWC Audit Unit and DWC Medical Unit regarding the proper application of statutory and regulatory requirements for the operation of the medical unit programs. Legal advice and counsel to District offices related to contracts, public records act request (PRA) and Americans with Disabilities Act.
25%	Recruits, hires, trains, develops, and provides leadership to a small unit of attorneys. Ensures full compliance with state and federal laws, regulations, rules, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Establishes performance expectations for all staff. Reviews staff work plans, monitors and evaluates progress, and ensures key milestones are met and on schedule. Provides regular and timely written staff performance appraisals. Counsels staff and initiates disciplinary actions as necessary. Represents and advises district office judges in county level civil and appellate court actions.
25%	Advises the Assistant Chief Counsel and Chief Counsel on policy, legislation, regulatory rule-making; train other attorneys and staff on how to handle administrative matters, including the preparation of reports on general legal and policy issues. Provides guidance and supervision to legal unit attorneys in the rule-making process to draft and secure approval for division regulations and participates in the rule-making process. May represent the DWC Administrative Director before the Workers' Compensation Appeals Board, Reconsideration Unit



	and civil appellate courts throughout California.
Percentage of Time Spent	Marginal Job Functions
5%	Serves as backup for ACC in their absence and perform other job-related duties as required to fulfill DWC Legal objectives.

Conduct, Attendance, and Performance Expectations

The Attorney Supervisor must maintain a high level of integrity, professionalism, confidentiality, thoroughness, and accuracy; must exercise initiative and discretion. The Attorney Supervisor must act in an honest, fair, and ethical manner; work independently, and adhere to department/division policies and procedures. The Attorney Supervisor must maintain regular and acceptable attendance and normally will average a 40-hour work week; however, they are expected to work as many hours as necessary to accomplish their assignments and fulfill their responsibilities.

Supervision Received

The Attorney Supervisor works under the general direction of the DWC Assistant Chief Counsel in the Oakland office.

Supervision Exercised

Supervises attorney staff.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air-conditioned office building with natural and artificial lighting as well temperature control. Employees in this position have their own offices, work at desks, and are required to work extensively on computers as necessary to accomplish their duties.

Special Requirements/Other Information

Must be a member of the California Bar and qualified to practice law in California.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel occasionally.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional

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manner. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DWC.

Personal Contacts

The Attorney Supervisor has contact with other attorneys, investigators, and staff in DWC, staff and management within the DWC and with DIR divisions, and opposing counsels, unrepresented parties, judges and members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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 with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date