

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
CIVIL RIGHTS ENFORCEMENT SECTION  
DUTY STATEMENT**

**NAME:** Vacant  
**CLASSIFICATION:** Supervisor I

**STATEMENT OF DUTIES:** Attorneys and non-attorney staff in the Civil Rights Enforcement Section (CRES) of the Public Rights Division handle complex, sensitive, and difficult administrative and legal work for the Attorney General and for client agencies, including but not limited to the California Civil Rights Department and the Racial and Identity Profiling Act Board. Under the general direction of the Senior Assistant Attorney General (SAAG), the Supervisor I (SUP I) directs and monitors the work of a team of CRES analysts performing duties that include, but are not limited to, exploring critical issues or policy areas, collecting and analyzing information in support of investigations, litigation, and other substantive workload, and reporting findings and proposing new policies for addressing problems. The SUP I also serves as a centralized supervisor over various non-legal administrative needs of the Section and its clients, including, but not limited to, tracking proposed legislation, litigation, and investigations workflows, budgeting, contracts, training, personnel matters, and supporting Bagley-Keene Act bodies in complying with legal requirements related to their open meetings. The SUP I has decision-making authority for various assigned tasks and projects and represents the Section on a wide variety of specialized and complex subject areas impacting the Section and division. The SUP I is a highly skilled internal consultant to the SAAG and Deputy Attorney General Supervisors (SDAG), and makes recommendations on administrative needs, as well as various civil rights issues, including racial and identity profiling and discrimination. The SUP I collaborates with management to support various enforcement, litigation, and investigative responsibilities. May receive direction from attorneys on specific tasks and assignments.

**SUPERVISION RECEIVED:** Under the general direction of the SAAG.

**SUPERVISION EXERCISED:** Directly supervises professional analytical staff.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 pounds of administrative files may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. May be required to travel to various locations throughout the state.

**ESSENTIAL FUNCTIONS:**

40% Supervises and directs the work of a team of analysts handling a variety of complex administrative and policy work. Coordinates and manages the Section's internal handling and discussion of workload allocation, legislative analysis, budgeting, and tracking proposed legislation, litigation, and investigations workflows. Assists Section management with budget forecasting, monitoring expenditures, and the oversight of purchasing and contracting (including consultants and experts) authorized by the SAAG

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
CIVIL RIGHTS ENFORCEMENT SECTION  
DUTY STATEMENT**

and Chief Assistant Attorney General. Supervises the communication of information regarding contract needs and provides oversight of the handling of litigation and/or investigative resource allocation. Oversees the Section's tracking and coordination of hiring across all classifications in CRES. Coordinates client-facing and client services issues, as well as work assigned to the Section by the Office of Legislative Affairs, Public Inquiry Unit, and Public Records Act Request units (including compliance with AB 1421), as well as billing and administrative support, the handling of ProLaw/CMS profiles, Workday, and other administrative and personnel issues.

- 25% Monitors and assigns work to non-attorney staff engaged in public outreach and investigative support duties. Oversees the assignment and development of research and policy questions, graphics, timelines and work plans, and data collection to be used during complex projects. Ensures consistent administrative review practices, including the evaluation and implementation of new and ongoing procedures and administrative requirements. Creates cohesion across various processes and staff to address a broad range of administrative-related problems and issues that impact the decision-making abilities of the SAAG. Responsible for general analyses, such as the initiation, implementation, and amendment of internal policies, procedures, and alternatives. Provides direction to analysts regarding departmental rules and regulations, including personnel and related matters. Evaluates the performance of non-legal analytical staff and prepares annual appraisals or probationary reports. Leads and/or participates in the non-legal recruitment and selection process.
- 20% Reviews, writes, analyzes, and monitors legislative measures that affect statewide policy; assesses impact of existing and proposed legislation and regulations and makes appropriate recommendations to management. Works directly with client agencies, including the Racial and Identity Profiling Advisory Board and Advisory Council on Improving Interactions between People with Intellectual and Development Disabilities and Law Enforcement to ensure the Section's analytical staff is providing the appropriate legislatively mandated support needed for those boards to function. Oversees the planning of civil rights policy-focused meetings of government officials, advocates and national experts, and serves as a management coordinator and point of contact. Maintains a strong knowledge of current and emerging state and federal issues related to the area of civil rights, including but not limited to children's justice, racial justice, disability rights and/or federalism; ensures staff are staying abreast of topics and training that may affect the Section's substantive and/or administrative workload.
- 10% Represents the Section to departmental personnel, division staff, and others, regarding complex issues and the operations of the Section's various task forces and boards, as well as its investigations and litigation. Handles the most complex non-legal administrative duties of the section. Interfaces with PRD-exec staff to ensure the coordination of mandated processes and procedures.

