

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Attorney Supervisor

POSITION NUMBER:

800-310-5749-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Legal/ CAL Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

CCL Care Providers Bureau

SUPERVISOR'S NAME:

Kori Tomlin

SUPERVISOR'S CLASS:

Assistant Chief Counsel

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Fingerprint Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. Travel may be required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None  Supervisor  Lead Person  Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

(4) Attorney IIIs; and (1) Senior Legal Analyst/Legal Analyst

Total number of positions for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Children's and CCL Policy and Litigation Branch is dedicated to providing expert legal advice and services to the Community Care Licensing Division, Children and Family Services Division, Office of Tribal Affairs, Office of Equity, Office of Immigrant Youth, and Office of the Foster Ombudsperson, in addition to providing legal services to CDSS support divisions and offices including the Finance and Accounting Division, Research and Data Division, Information Systems Division, Public Affairs, and Office of Legislation.

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**CONCEPT OF POSITION:**

The Attorney Supervisor (AS) assists the Assistant Chief Counsel (ACC) in planning, organizing, directing, and coordinating the work of the Bureau's legal staff and acts for the ACC as needed. The AS confers with management and Department leadership on matters of policy and procedure. They also supervise attorneys who perform a wide variety of legal work, with varying levels of complexity. They are an expert in the legal issues impacting the Bureau and specialize in licensing laws and policies applicable to CDSS programs. The AS has extensive government legal experience and handles complex and sensitive legal issues and cases. The AS reviews and leads Attorneys, Senior Legal Analysts, and Legal Analysts, and carries a caseload as assigned by the ACC or SACC.

**A. RESPONSIBILITIES OF POSITION:**

35% Personnel Management. Under the direction of the ACC, assists in planning, organizing, directing, and providing managerial review of work performed by Bureau attorneys. Directly supervises subordinate staff who provide legal services to programs supported by the Bureau. Appropriately evaluates and delegates assignments, prioritizes work assignments, and ensures consistent and accurate legal advice is provided by subordinate staff. Reviews, edits, and approves subordinate staff work product. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices. Reviews and conducts performance evaluations, probationary reports, individual development plans, and approves sick leave, vacation and other personnel requests. Counsels staff and initiates disciplinary actions as necessary. Assists with budget and resources requests and participates in recruitments for subordinate staff. Develops and implements policies and procedures applicable to the internal functions of the Bureau, Branch, and Legal Division. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Meets with program and legal managers within the Department on a regular basis to coordinate legal support.

35% Legal Advisor. Advises the ACC, SACC, Chief Counsel, Department directorate and program managers, as well as state control agencies and the Governor's Office, on complex and significant issues pertaining to the areas served by the Bureau. Provides in-depth litigation support to the Office of Attorney General including reviewing case referrals. Prepares or provides legal review of documents as required including legislation, regulations, and policy documents. Provides legal support and advice to program management and staff on high level issues and projects that have statewide policy and political impacts, which may include legislative and regulatory drafting, analysis and implementation; legal opinions and advice; supporting the Attorney General's Office in litigation involving the Department; reviewing official forms, notices, and publications; responding to Public Records Act requests, subpoenas, and inquiries; and providing state and federal audit support. Independently performs ongoing legal work on their own assignments in the Branch.

20% Management Support. Provides support and assistance to the ACC and SACC in planning, organizing, and carrying out Bureau and Branch operations and mission. Acts on behalf of the ACC or SACC. Acts as project leader for various special projects, and performs other duties as required.

5% Training Coordination. Develops internal policies, procedures, and trainings for existing staff, and onboarding guidance and training for new attorney and analyst hires. Prepares and presents, or supervises subordinate staff who prepare or present, trainings on a wide variety of topics, including but not limited to, laws and regulations, policies, procedures, and litigation strategy. Responsible for supervising the development, modification and revision of legal training materials and guidance for programs supported by the Branch. Regularly evaluates updates to policies, procedures, statutes and regulations to incorporate into the training curriculum.

5% Systems Support. Supervises subordinate staff's development, maintenance, and support of the Branch's manual and digital assignment intake, tracking, workflows, and data reports. Supervises subordinate staff's maintenance of the Branch's internal websites and file management systems that contain Branch policies, procedures, work product, legislation tracking, training, and reference materials.

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B. SUPERVISION RECEIVED:

The AS works under the general direction of an Assistant Chief Counsel and Senior Assistant Chief Counsel but has broad discretion and independence in the performance of a variety of more difficult and complex duties.

C. ADMINISTRATIVE RESPONSIBILITY:

The AS is responsible for completing their own work assignments on the most complex and sensitive work of the Branch, in addition to supervisory responsibilities to oversee the completion of work assignments by subordinate staff. In addition, the AS is expected to assist in the recruiting, selection and training of subordinate staff.

D. PERSONAL CONTACTS:

The AS has extensive contacts within and outside the Department including the directorate, Public Affairs, CDSS management and program staff, licensees, and other stakeholders, county and federal partners, and the general public, as well as with other departments including the Governor's Office, California Health and Human Services Agency, and the Office of the Attorney General. Must work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others. The AS is expected to conduct these interactions in a responsible, professional and timely manner.

E. ACTIONS AND CONSEQUENCES:

The AS personally deals with the most difficult and complex legal issues and also supervises the legal work conducted by subordinate staff. The AS is expected to be personally capable of conducting the review, analysis and completion of the most difficult and sensitive legal issues that pertain to the areas served by the Bureau. Failure to provide timely, responsive and accurate legal advice could subject the Department to liabilities, litigation and adverse compliance actions with significant adverse policy consequences.

F. OTHER INFORMATION:

The AS must obtain a criminal record clearance from the Department of Justice and the Federal Bureau of Investigation. The AS is expected to be able to travel occasionally to perform his or her job responsibilities which may include assisting the Office of the Attorney General in litigation matters in superior courts throughout the state, attending training, or participating in meetings as a Department representative. The position is eligible for combination of in-office and remote-centered telework, and is required to be in the office as necessary.

(2.2026 SD/KT)