

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
ENVIRONMENTAL JUSTICE AND PROTECTION SECTION  
DUTY STATEMENT**

**NAME:** Name  
**CLASSIFICATION:** Deputy Attorney General Supervisor

**STATEMENT OF DUTIES:** The Environmental Justice and Protection Section (Section) handles a broad range of significant environmental matters on behalf of the Attorney General (AG) and the State of California. Attorneys in Section use state and federal laws to address existing and future pollution, mitigate the dangers posed by climate change, pursue equitable distribution of environmental benefits and burdens in communities, provide information on exposures to toxic chemicals, and reduce health impacts from environmental and other exposures. Attorneys in the Section achieve these goals by utilizing the AG's broad enforcement authority to participate in local, state, and federal agency decision making and litigating in all phases of state and federal courts. The Deputy Attorney General Supervisor (SDAG) is knowledgeable about rules and procedures for litigation in state and federal courts on the trial court and appellate levels, Department of Justice policies and procedures, the development of AG packages, and conversant with two or more of the following statutes; Proposition 65 (the Safe Drinking Water and Toxic Enforcement Act); the Hazardous Waste Control Law; the Comprehensive Environmental Response, Compensation and Liability Act; the Unfair Competition Law; the Clean Air Act; the Clean Water Act; the Energy Policy and Conservation Act; the National Environmental Policy Act; and the California Environmental Quality Act. The Section may also provide legal advice, as needed, to California state agencies.

The SDAG directs and monitors the work of a team of subordinate attorneys, may directly supervise paralegals, and directs the work of support staff; evaluates the performance of subordinate attorneys and paralegals; provides training to subordinate attorneys and paralegals; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys and paralegals; and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, appeals, and administrative hearings, which requires the highest level of independent judgment.

**SUPERVISION RECEIVED:** Under the general supervision of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief Deputy Attorney General, and the AG.

**SUPERVISION EXERCISED:** Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and may include paralegals.

**TYPICAL PHYSICAL DEMANDS:** May be required to be physically present in the office and may be required to sit at a computer terminal while performing research and other duties for eight hours a day or more. May be required to travel outside of assigned office locations, sometimes overnight, within the state or out of state. Ability to lift up to 25 pounds 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:**

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- 50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General and that may include paralegals; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; participates in all phases of the work of the legal professionals supervised; plans the distribution of work and reviews attorney and paralegal work product.
- 25% Handles a variety of supervisory administrative matters, including case reporting, ProLaw time entry and review, annual appraisals, and probation reports. Evaluates the performance of subordinate attorneys and support staff; assists in the recruitment process for new attorneys and support staff.
- 25% Performs the most difficult legal work related to jury trials, bench trials, writs, appeals, and administrative hearings; often is the lead attorney on a trial team assigned to the most difficult and complex cases, including class actions; appears before various federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts; advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; conducts or supervises special investigations of the most sensitive or difficult nature; drafts and analyzes legislative measures and regulations.

**I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)**

- 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.

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Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Attorney General Supervisor

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Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Senior Assistant Attorney General