

DUTY STATEMENT

State Compensation Insurance Fund

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| Employee's Name: | |
| Program: Legal Department | Work Unit: Workers' Compensation Defense |
| Position's Authorized Classification (and Range): Attorney | Report To: Attorney, Assistant Chief Counsel |
| Position Title: Attorney | Position Serial #: |
| <i>This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest –Form 700 within 30 days of appointment and once per year thereafter.</i> | CBID: R02 |
| | FLSA Status: <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input type="checkbox"/> E or <input checked="" type="checkbox"/> SE |

PURPOSE/SCOPE:

Under the direction of the Attorney, Assistant Chief Counsel, the Attorney represents State Fund in handling/litigating workers' compensation cases and assignments of average complexity** necessary to defend the State Fund and its insureds. This position handles Serious and Willful ("S&W") claims. Attorneys representing the interests of State departments will also handle Labor Code Section 132a cases before the Division of Workers' Compensation (DWC)/Workers' Compensation Appeals Board (WCAB). This position may advise any of State Fund's Program Managers or Programs regarding a broad variety of workers' compensation related issues.

** The Attorney is expected to effectively work on legal matters of average complexity, which consist of features including, but not limited to, the following:

- Average impact to the California business environment (employers, employees, the workers' compensation system)
- Average political and media impact, implications or sensitivity
- Average potential dollar amount of the transaction or risk
- Handle the majority of individual cases with average potential exposure to State Fund
- Participate on "project" type work.
- Handle matters in which cases have been consolidated and coordination of multiple parties/issues is necessary.
- Precedent setting exposure where there is a possibility of moderate impact on State Fund
- Average level novelty and industry focus on legal issue(s) involved (new or unsettled points of law)
- Handle Serious & Willful (S&W) claims of average complexity** before the WCAB.
- Average amount of time/resources needed to litigate (a reflection of the above factors)

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| Supervisor's Statement: I have discussed the duties of the position with the employee | | |
| Supervisor's Name (Print): | Supervisor's Signature: | Date: |
| Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy | | |
| Employee's Name (Print): | Employee's Signature: | Date: |

KEY RESULTS/ESSENTIAL FUNCTIONS:

In all aspects of performing the Key Results/Essential Functions, the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and/or communication availability during working hours.
- Maintain a safe working environment.
- Defend the State Fund against fraudulent activities.
- Maintain good customer relationships with internal and external business partners and stakeholders.
- Properly maintain assigned equipment
- Effectively and competently represent State Fund, its insureds, and the State Departments under the Master Agreement consistent with the law and State Fund's approved policies, procedures, and guidelines.
- Advise and counsel Claims and internal business partners.
- Provide quality customer service in a timely manner.
- Maintain a high level of professional standards and deportment with the State Fund, its insureds, its clients, and the legal community.

The statements contained in this duty statement reflect the general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other or specific functional areas.

40%

- 1. Develop litigation strategy to represent the State Fund on workers' compensation cases of average complexity** filed against the State Fund or the interests of the various State departments before the DWC/WCAB, including claims for serious and willful misconduct. Attorneys representing the interests of State departments will also handle Labor Code Section 132a cases before the DWC/WCAB. (This is an essential function of the job)**
 - a. Conduct a wide variety of research.
 - b. Analyze applicable legal principles and precedents and apply them to assigned cases and assignments in an appropriate and effective manner.
 - c. Prepare litigation including appropriate discovery through depositions, statements of witnesses, review of employment and medical records, and analysis of the medical status of a case, thereby consistently obtaining favorable results.
 - d. Review all court decisions and file appropriate and timely appeals as required.
 - e. Timely prepare and respond to discovery requests (including but not limited to subpoena for records or witnesses)
 - f. Timely prepare legal pleadings, communications with stakeholders and the courts,
 - g. Prepare witnesses.
 - h. Provide advice and counsel to Claims and other internal business partners in making timely decisions under the law.
 - i. Under the supervision of the Attorney, Assistant Chief Counsel, may handle some cases of above average complexity.

40%

2. Competently represent State Fund, its insureds and State departments (before the WCAB.)
(This is an essential function of the job)

- a. Conduct negotiations with opposing attorneys, hearing representatives, and outside counsel.
- b. Competently represent and defend the interests of State Fund, its insureds, and/or the State Agencies at hearings, arbitrations, depositions, trials, and on Petitions for Reconsideration
- c. Proactively resolve cases and issues through settlement and trial. Draft settlements and other documents to protect the interests of State Fund, its insureds and/or State agencies.
- d. Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

10%

3. Administrative Duties as Assigned. (This is an essential function of the job)

- a. Report transactions, prepare reports, and perform other administrative duties as required.
- b. Conduct inventory control, including but not limited to case audits, case counts, reviews for closure of files at the direction of the Attorney, Assistant Chief Counsel
- c. Maintain user mastery over State Fund's computer-based technology.

5%

4. Legal Liaison/Business Lead. (This is an essential function of the job)

- a. Implement and carry out responsibilities necessary for effective and efficient administration of assigned functions through formulation of expert legal opinions in a broad variety cases and advice matters of average complexity. Work with other attorneys and internal business partners as needed.
- b. Assist Legal Management in implementing uniform Legal Management procedures, case processing, electronic or digital legal business processes, and case handling metrics.
- c. Assist or lead projects/initiatives at the request of Legal Management
- d. Serve as Legal's representative on various committees such as, but not limited to those addressing analysis and implementation of legislation and regulation mandates.
- e. Review, analyze, and advise Legal Management and other State Fund business units on new and existing legislation impacting State Fund and its policies and operations.

5%

5. Training. (This is an essential function of the job)

- a. Conduct training for the Legal Department and other business partners and stakeholders at the direction of Legal Management
- b. Maintain working knowledge of workers compensation issues. Through group and individual training of attorney staff, assist in developing their knowledge; provide direct and continuous training of legal support personnel.

100%

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

KNOWLEDGE AREAS:

- This practice requires knowledge in California workers' compensation laws; legal principles and their application; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.
- Working knowledge of State Fund's computer-based technology.

SKILLS/ABILITIES:

- Ability to analyze applicable legal principles and precedents and to apply them to assigned cases.
- Ability to write effective and persuasive correspondence, legal memoranda, petitions, pleadings and appeals.
- Ability to effectively advocate for State Fund verbally and in writing.
- Ability to communicate professionally and effectively, verbally and in writing, with all customers and stakeholders.
- Ability to prioritize and effectively work in a fast-paced work environment.
- Ability to work independently and collaboratively as a team member with co-workers, management and other business partners.
- Ability to provide training to internal and external customers and stakeholders.
- Ability to work effectively with State Fund software applications and computer systems.
- Ability to develop innovative solutions and strategies.

WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

- Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas.
- Occasional lifting up to 20lbs.

TRAVEL:

- Travel as necessary to fulfill duties as described.
- Travel may occasionally be from overnight to five days in duration.

EMERGENCY CALLS:

- N/A

WORK HOURS:

- Employees are expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities. Employees will normally average forty (40) hours of work per week including paid leave; however, work weeks of a longer duration may occasionally be necessary. Employees are responsible for keeping management reasonably apprised of their schedules and whereabouts.