

DUTY STATEMENT

State Compensation Insurance Fund

Employee's Name:	
Program: Legal Department	Work Unit: Workers' Compensation Defense
Position's Authorized Classification (and Range): Attorney, Assistant Chief Counsel	Report To: Deputy Chief Counsel (CEA C)
Position Title: Assistant Chief Counsel	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: M02
	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 general direction of the Deputy Chief Counsel (CEA C), the Assistant Chief Counsel provides and directs legal counsel, staff, and services, representing State Compensation Insurance Fund, its clients, policyholders, and State agencies. The position exercises direct and/or matrix supervision over Workers' Compensation Defense unit staff, as well as legal staff assigned.

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.
- Maintain a high-performance culture through effective communication, performance management and talent management.
- Establish and maintain effective working relationships.
- Provide quality customer service in a timely manner.
- Maintain a high level of professionalism and deportment with the State Fund, its insureds, its clients, and the legal community.
- Follow the principles of State Fund's Equal Employment Opportunity guidelines.

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. Lead, manage, supervise, develop, and train the staff of the assigned unit including providing training on the use of Legal's case management systems and document management systems.

(This is an essential function of the job)

- a. Provide leadership to the assigned unit.
 - i. Communicate and model State Fund's mission, vision, values and performance expectations.
 - ii. Through direct and/or matrix supervision, align staff with State Fund and Legal Department strategic initiatives and goals.
 - iii. Drive continuous improvement in the legal department, including identifying opportunities for improving processes, quality customer service and results.
 - iv. Collect and report data and metrics.
 - v. Review, analyze and incorporate data into decision-making and recommendations.
- b. Communicate effectively.
 - i. Conduct regular meetings with direct reports to update them on new information and goals.
 - ii. Meet regularly with individual reports (1:1 meetings) to keep abreast of the work they are completing and challenges they are facing as well as to obtain input on ideas for improvements or changes they may have. Provide support to attorneys and coaching as needed.
 - iii. Update supervisor regularly regarding situation in the office and at the boards or courts where attorneys regularly appear.
 - iv. Conduct presentations / trainings to share knowledge and expertise and to obtain input from employees.
- c. Recommend the hiring and promotion of attorneys.
 - i. Conduct effective interviews to select and recommend to the Deputy Chief Counsel the hiring of attorneys.
 - ii. Critically evaluate staff for promotion and recommend[ing] to the Deputy Chief Counsel promotion as appropriate for attorneys.

- iii. Perform these tasks with due regard for Equal Employment Opportunity goals.
 - iv. Utilize the assistance of the Legal Support Supervisor and support staff.
- d. Evaluate and, as necessary, discipline staff.
 - i. Provide timely and ongoing performance feedback to staff.
 - ii. Prepare Performance Plans, performance appraisals, and assist staff in preparing Individual Development Plans (IDPs)
 - iii. Discipline the staff as necessary; all such discipline shall be consistent with Federal and State laws and State Fund's governing rules and guidelines.
 - e. Through direct and/or matrix supervision, develop employees through group and individual training.
 - i. Demonstrate commitment to a high-performance culture by maintaining substantive legal knowledge, and developing and maintaining leadership competencies and technical skills.
 - ii. Identify staffs' strengths and areas for development, and adopt a plan to build strengths, enhance skills and close performance gaps.
 - iii. Through individual and group training, effectively train attorneys and other staff to adapt to changes and developments in the law, work processes and procedures.
 - iv. Promptly and accurately advise and answer questions from attorneys and other business partners.
 - f. Respond to grievances and complaints as needed.
 - g. Ensure personnel safety.
 - i. Maintain safe working conditions and procedures, according to corporate safety guidelines and applicable laws.
 - ii. Take immediate, appropriate action when notified of any unsafe condition, potential threat to employee safety and health or ergonomic need.
 - iii. Report work injuries or accidents immediately. All reporting forms will be completed in compliance with State Fund guidelines.
 - iv. Ensure that assigned and unit equipment is operated in a safe manner and maintained in good working order.

30%

2. Supervise the provision of high-quality legal services, ensuring timely responses, quality preparation, effective presentation, and sensible and efficient finalization.

(This is an essential function of the job)

- a. Provide effective oversight of and consultation on attorney work.
 - i. Review, correct, and critique work of attorney staff as needed.
 - ii. Answer questions promptly and accurately.
 - iii. Ensure that day-to-day work is performed timely and effectively.
 - iv. Resolve disputes within the unit, with Claims and other internal business partners and with other stakeholders.
 - v. Provide effective assignment, oversight, documentation and reporting on Attorney caseload.
- b. Assign, monitor and coordinate workloads.
 - i. Effectively assign and monitor attorney workloads to ensure appropriate distribution of cases and assignments (complexity and number) among Attorneys classifications.

- ii. Resolve any problems in workflow and consider possible procedures and methods for improving workflow.
- iii. Coordinate office calendar to ensure sufficient support to core attorneys and claims.

c. Ensure appropriate attendance.

- i. Ensure all attorneys adhere to their assigned work week schedule and core hours and attend to their office duties when not assigned to informal or formal appearances.
- ii. Ensure staff knowledge of and compliance with leave usage policies.
- iii. Ensure timely reporting of leave usage in Oracle.

20%

3. Perform administrative duties such as budget preparation and control, asset acquisition and maintenance, and statistical reporting. (This is an essential function of the job)

a. Regulate caseload and individual case assignments.

- i. Review directly or indirectly the performance of attorneys; direct training as needed.

b. Assignment of cases

- i. Promptly review and assign new cases and assignments to attorneys, based on skill and development needs
- ii. Regularly review workloads to ensure appropriate distribution of work.

c. Coordinate Calendar

- i. Maintain weekly calendar and ensure appropriate coverage for appearances and work assignments.

d. Effectively monitor and manage the legal budget of the assigned legal unit.

- i. Ensure that purchases are within budget and consistent with governing policies and regulations.
- ii. Ensure timely processing of PCard purchases and requisitions.
- iii. Review budget report for accuracy and to ensure performance to budget plan.
- iv. Assist with preparation of Legal Department budget as necessary.

e. Administer the office safety program directly or through delegation.

- i. Conduct office safety inspections, taking appropriate steps to eliminate hazards.
- ii. Arrange appropriate safety training for the staff; and
- iii. Coordinate Legal Office's Safety Program and Regional Office Safety Program where appropriate.

f. Respond appropriately to all directives from Legal Department management including the Deputy Chief Counsel within the required time frame.

g. Serve as a resource to State Fund, the Legal Department and Deputy Chief Counsel

- i. Study and make useful and practical recommendations on legal, policy, and management issues.
- ii. Lead and participate in projects.

10%

4. Maintenance of [assigned caseload] litigation skills, including trials, conferences, hearings, depositions, negotiations, employer meetings, legal research, and correspondence.

(This is an essential function of the job)

- a. When other duties permit and/or it is otherwise appropriate to do so, perform all activities related to the handling of the complex or high potential litigated cases, including identification and evaluation of all issues, conducting legal research and case preparation, and application of statutory law and decisional precedents to the management of said cases.
- b. Properly prepare and present cases for trial, through prompt discovery, thorough preparation of case file prior to any appearance, appropriate presentation of witnesses, evidence and concise and relevant oral and written argument before the appropriate forums
- c. Advise in a timely manner settlement recommendations on civil litigation and other cases, coordinating with the appropriate Claims management personnel, Risk Management, or Program Managers, and their subordinate personnel, insured employers, and State agencies and outside counsel as appropriate.
- d. Demonstrate effective skill as a negotiator through finalization of complex cases by various settlement methods or, where appropriate, litigation, with consideration for a risk-based analysis.

100%

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

KNOWLEDGE AREAS:

- Proficient knowledge of Departmental goals, policies, and procedures and organizational structure to ensure efficient delivery of legal advice and effective presentation of legal analysis.
- Proficient knowledge of legal terms and forms in common use to ensure effective communication and performance of job duties.
- Proficient knowledge of legal research methods, workers' compensation statutory and case law, court procedures, administrative law, rules of evidence and procedure to ensure accurate advice and recommendations, effective presentations and/or representation of State Fund and the reduction of risk.
- Working knowledge of State Fund's computer-based technology.

SKILLS/ABILITIES:

- Skill to effectively supervise the work of subordinate personnel in performing legal research and analysis; drafting opinions, pleadings, and/or proposed regulations and legislation; complex negotiations, and litigation.

- Skill to assign and delegate work to subordinate employees.
- Skill to adapt plans and schedules to meet changing priorities of work objectives, personnel, resources and/or workload demands.
- Skill to anticipate consequences of present decisions and courses of action.
- Skill to resolve performance issues by planning and implementing measures to improve employee performance.
- Skill to conduct effective employee performance appraisals to provide staff information regarding their performance and levels of expectations in a timely and effective manner.
- Skill to introduce changes in the program in a positive manner to gain buy-in from employees and to ensure assigned operation runs smoothly.
- Skill to conduct meetings with staff to communicate information that is necessary for job performance.
- Ability to be flexible in adapting to changes in priorities, work assignments, and other interruptions to effectively respond to demanding situations and to complete projects or assignments effectively.
- Ability to maintain high ethical standards in completing all assignments to maintain integrity of State Fund and build trusting relationship with staff.
- Ability to manage the operational needs of a legal office including budgeting, procurement, business continuity, calendaring and case assignments.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to work on multiple projects and assignments simultaneously to complete projects or assignments effectively.
- Ability to work independently without direct assistance on various aspects of the job.

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 20 pounds.

Travel:

- Travel may be required.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel to various work sites and locations for training and/or meetings.
- Travel may occasionally be from overnight to five days in duration.

Emergency call backs:

- Not Applicable

Work Hours:

- This is a full-time position which could be in excess of 40 hours per week. Assistant Chief Counsels are expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities which include maintaining regular and predictable attendance during working hours including core hours. Irregular hours may be required.