

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Attorney Supervisor		WORKING TITLE Legal Unit Supervisor		
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME Legal Unit	
ASSIGNED SPECIFIC LOCATION TBD			POSITION NUMBER 400 – XXX-5749-XXX	
BARGAINING UNIT S02	WORK WEEK GROUP SE	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Assistant Chief Counsel (ACC), the Attorney Supervisor is responsible for the management, supervision, and oversight of a team of subordinate Attorneys who perform a wide variety of legal work, with varying levels of complexity, and independently handle complex and sensitive legal cases. The Attorney Supervisor is responsible for interpreting and enforcing provisions of employment and labor law compliance and enforcement across the state and in support of the various units within the Labor Commissioner's Office (LCO), including but not limited to the Bureau of Field Enforcement, Licensing & Registration, Judgment Enforcement, Retaliation, Public Works, Private Attorney General Act, and/or Wage Claim Adjudication units and any related policy initiatives and strategic priorities of the LCO. The Attorney Supervisor, in coordination with the Chief Counsel and other ACC's, plans, directs, coordinates, and reviews the work of the Labor Commissioner Office's legal staff, including attorneys, legal analysts, and other legal support staff, and helps oversee the day-to-day operations of the Legal Office. The Attorney Supervisor will supervise, lead, and participate as co-counsel with assigned attorneys in investigatory legal support for programs, litigation, trial in administrative and court forums, appellate work and advocacy. The Attorney Supervisor will assist the ACC and ensure direct managerial support and oversight is in place to improve the coordination and efficiency of the workflow, mitigate errors or oversights of pertinent information, and allow the completion and attention to special requests or escalated requests that may receive media attention. The work of the Attorney Supervisor shall be guided by the goals of zealous enforcement of California labor standards and development of the knowledge, skills, abilities, of their assigned attorneys to litigate and try cases.

The Attorney Supervisor is also responsible for providing legal advice and developing recommendations to the Labor Commissioner, Chief Counsel, ACC, and program leadership on significant, complex, novel, and sensitive legal and policy issues, and works on and assists attorneys on a variety of difficult legal issues arising out of the enforcement of the California Labor Code and Wage Orders, including directing, litigating and overseeing litigation in state and federal courts, issuance of legal memoranda on interpretations of statutes, regulations, and case law, and other emerging legal issues, to ensure compliance, consistency, and stability for the LCO.

The Attorney Supervisor contributes toward the growth of the Legal Office to ensure that the evolving needs of the LCO are met. The incumbent must possess strong management, leadership, and communication skills as they will be responsible for strategic planning, workload management, and leading a team of professional staff. The Attorney Supervisor will develop and implement strategic plans for review by the ACC and Chief Counsel to increase operational efficiencies and cross-unit collaborations, to promote internal skills strengthening and team building, to support effective

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enforcement efforts, and contribute to building a productive work environment that promotes the LCO's vision, mission, and organizational well-being. The Attorney Supervisor is responsible for ensuring their legal team members are aligned with the vision and focused on achieving the mission of the LCO.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Represents the Labor Commissioner in the most complex, technically difficult, politically sensitive, and highly visible legal matters in civil superior courts and appellate courts throughout California, including the California Supreme Court, as well as before administrative forums, including the Division, and the Office of the Director - Legal. Plans, organizes, directs, coordinates, assists, and supervises a team of subordinate attorneys responsible for interpreting and enforcing provisions of employment and labor law compliance and enforcement across the state by preparing legal documents, including reports, memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, proposed court orders, and proposed legislation and regulations, all of which may include innovative theories and a specialization in wage and employment related law. Advises the ACC of their staff's workloads and deliverables. Performs review of various work products and also serves as lead over all levels of attorney staff work assignments, including the tracking of legal questions received from the public, stakeholders, programmatic staff and other agencies. Provides substantive, procedural, and tactical direction and advice to the attorneys and legal staff in one or more of the following areas of the LCO, based on staff assignment and the operational needs of the unit: 1) wage and hour adjudication, administration, civil enforcement; 2) field investigation administration, citation, civil enforcement; 3) licensing and registration administration and enforcement; 4) retaliation investigation, administration, citation, civil enforcement; 5) public works and apprenticeship investigation, administration, citation, enforcement; 6) judgment enforcement; 7) statewide substantive training of personnel and outside stakeholders; 8) legislation, rulemaking, regulatory and policy analysis; and 9) Public Records Act (PRA), Public Inquiries, PRA response litigation and privacy concerns.
30%	Collaborates with the ACC on staffing challenges and decisions, LCO unit legal strategic goals and objectives, policies and procedure improvements, legal strategic decisions, and other management issues. Performs general supervisory administrative functions to ensure equal employment in hiring, employee development, and promotional opportunities, and actively participates in interview and selection processes for hiring legal positions. Fosters and maintains a positive and productive working environment that is free from discrimination and harassment and ensures satisfactory employee performance by nurturing collegial working relationships with the entire legal team. Effectively manages performance of the legal team, by providing clear direction and guidance, communicating goals and ensuring understanding of objectives, quality expectations, and time constraints.

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	Regularly conducts case reviews and holds team meetings, provides ongoing support to legal team, and evaluates case outcomes with members of the legal team. Acting as lead counsel, developing strategy and tactics in the most complex, highly visible and politically - sensitive litigation, disputes, and issues, serving as a resource for other Division attorneys and using their expertise to support the delivery of high-quality legal services to the LCO. Oversee litigation for complex cases as required, including making court appearances, litigating motions, conducting depositions and witness examinations. Helps onboard and trains new legal staff. Develop training goals and objectives for subordinate staff. Utilizes interpersonal communication, litigation experience, and collaboration to train, coach, develop, and mentor subordinate attorneys through guidance and performance review of cases, legal work performed, including preparation and delivery of probation reports and performance evaluations of subordinate attorneys. Assists the ACCs in developing and implementing a skills-strengthening and mentorship program to support team members, including an evaluation of the effectiveness of the training program.
15%	Provides oral or written opinions for, or informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons on a variety of issues, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals. Prepares difficult, complex, and sensitive elements of proposed legislation and provides assistance to attorneys preparing proposed legislation. Appears before legislative committees to provide legal advice on existing law or proposed legislation.
10%	Assists in overseeing the day-to-day operations of the LCO's Legal Unit. Tracks caseload to ensure that workload is appropriately, and equitably distributed, internal and external deadlines are routinely met, and monitors workflow of all legal matters, creating and providing reports concerning status of significant cases as requested by the Labor Commissioner or Chief Counsel. Responds and provides legal analysis or comments to emergency or time-sensitive requests made by other state departments, Agency, executive or legislative branches.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other job-related projects and duties as required to fulfill the Division and Legal Office's objectives, including, but not limited to, attending meetings, performing special assignments for the Chief Counsel or ACC, engaging with multiple levels of management to provide reports, and making recommendations for process improvements.

Conduct, Attendance, and Performance Expectations

This position requires the highest degree of professionalism, collaboration, innovation, organization, and productivity.

Work duties are expected to be performed productively, efficiently, and in a trauma-informed approach.

Conduct shall be respectful and reflective of a professional team environment, and in accordance with the LCO mission and vision.

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Communication shall be clear, concise and timely with leadership, teammates, and the public. Communication shall be in a manner that encourages open dialogue to achieve mutual understanding, problem solve, build trust, and accomplish mission-driven work.

Trust is crucial to building a working relationship and team environment throughout the organization. Team members are expected to continually monitor their work, provide timely responses to the public in accordance with relevant policies and procedures, and practice decorum in such communication. Work challenges and the inability to meet deadlines are to be communicated immediately to leadership.

Supervision Received

The incumbent works under the general direction of the ACC. In some instances, the incumbent may receive assignments from the Chief Counsel, Deputy Chief or Labor Commissioner or their designee.

Supervision Exercised

Directly supervises a team of LCO attorneys, and may also indirectly supervise legal analysts, and other legal support staff.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air-conditioned office building with natural and artificial lighting as well temperature control. Employees in this position have their own offices, work at desks, and are required to work extensively on computers as necessary to accomplish their duties.

Special Requirements/Other Information

Active membership to the California State Bar is required. The ability to travel as necessary and assigned is required.

Physical Abilities

The position requires to remain in a stationary position and to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

The Attorney Supervisor must maintain a high level of integrity, professionalism, confidentiality, resourcefulness, dependability, thoroughness and accuracy; and must exercise initiative and discretion. The Attorney Supervisor is expected to behave in an honest, fair and ethical manner; display superior work habits (e.g., organizational skills, accountability, timely completion of quality work product); work independently and cooperatively with all levels within the LCO and across state government as well as with members of the public; and adhere to LCO's directives, policies and procedures.

The incumbent is expected to be collaborative in their execution of duties within their program and across the LCO and when dealing with external stakeholders. The incumbent must promote well-

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being within their program and across the LCO.

Personal Contacts

This position requires exceptional skill in engaging internally with LCO team, other agencies, the public on a daily basis, as well as in coordinating collaborative enforcement efforts across LCO in addition to providing public information in outreach activities to educate stakeholders.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

RP
C&S Analyst Initials

05/08/26
Approval Date