

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES**

NAME: Vacant

POSITION NUMBER: 420-021-7500-010

JOB TITLE: Director, Office of Legal Support Services

CLASSIFICATION: Career Executive Assignment (C.E.A), Level B

STATEMENT OF DUTIES: As Director of the Office of Legal Support Services (OLSS), this position provides administrative direction, policy guidance, and control of OLSS which includes Legal Support Operations (LSO), the Case Management Section (CMS), eDiscovery & Litigation Services (eDLS), and Law Library Services within the Division of Administrative Services (DAS).

SUPERVISION RECEIVED: Under the administrative direction of the Chief, DAS.

SUPERVISION EXERCISED: Directly oversees two Manager IIs over LSO, the Legal Technology Officer (C.E.A., Level A) over CMS and eDLS, a Principal Librarian over Law Library Services, and support Analyst I/IIs.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS:

- 40% Develops, establishes and approves statewide policy pertaining to the functions of legal support services to the law practice, and the assignment of resources for CMS, eDLS, Law Library Services, and the six law offices that make up OLSS. This includes overseeing the budget for OLSS, personnel and information technology support functions related to litigation, as well as working with the DAS Chief to improve policies which affect the programs within OLSS.
- 20% Plans, organizes, sets goals and objectives, and directs the activities of OLSS. Identifies emerging practices and trends in law office administration and public administration, determines the allocation of fixed resources among the program service elements and to each law section; evaluates the adequacy of the organizational and classification structure for the OLSS, and makes changes and creates new program units to respond to issues or advance the functional expertise of the service delivery system to attain the goals of the administration.

- 20% Closely monitors the expenditures and activities on information technology related support functions of legal work within the department and ensures that the division benefits from the technology so that it multiplies the efficiency and quality of legal research and analysis. This includes oversight of the activities of application development projects, including system analysis, client services, strategic planning, special projects, billing, contracting, purchasing, inventory, and related division technology activities. Work directly through the Legal Technology Officer with the Chief of the Division of California Justice Information Services and the Chiefs of the Legal Divisions to coordinate the implementation of any new policies regarding information technology solutions.

- 10% Generally, administers and manages the budget and positions of the program areas the position is responsible for; develops budget-related information proposals for management and the Department of Finance, monitors salary savings requirements; monitors and assesses impact of legislation affecting OLSSs' programs; and identifies statewide issues and makes policy decisions toward the resolution of problems and the implementation of changes.

- 10% Performs supervisory responsibilities which include assigning and prioritizing workload; reviewing work products and providing feedback; hires subordinate managers and supervisors; prepares performance evaluations; and handles formal disciplinary and grievance issues (including the proper disposition of complaints of discrimination, sexual harassment, and unfair treatment).

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- 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.

Employee's Signature

Date

Supervisor's Signature

Date