

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
WORKER RIGHTS AND FAIR LABOR SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General (DAG)

STATEMENT OF DUTIES: The incumbent performs legal work in the Worker Rights and Fair Labor Section. Deputies in the section execute their duties for the Attorney General. The Deputy Attorney General (DAG) will conduct investigations, bring civil and potentially criminal actions, and publish public reports regarding worker protection issues in California. The Deputy Attorney General has excellent research, writing, and communication skills and have the ability to exercise excellent judgment.

In addition to the above, the incumbent in a DAG position manages an average workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues, including with little precedent. The DAG exercises a high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG must maintain professionalism and collegiality with colleagues, clients, the courts, and members of the public while handling complex work in the Section. DAGs may advance through the applicable alternate ranges and is assigned progressively more difficult professional legal work. Incumbents in Range D are assigned the more complex and sensitive legal work in this class.

SUPERVISION RECEIVED: Under the general supervision of the Supervising Deputy Attorney General and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

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

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Performs investigations and prepares and litigates cases before state and federal trial and appellate courts on behalf of the Attorney General for the Worker Rights and Fair Labor Section, and in collaboration with other sections in the office. Appears in state and federal trial and appellate courts on behalf of the Attorney General. Keeps supervisors apprised of case developments. Works closely with supervisor; refers all media inquiries

to press office and discusses matters with supervisors and press office to facilitate press office's response. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

- 30% Analyzes legal problems of the section, performs factual and legal research, and prepares legal and other documents or reports, including memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, court orders, and regulations, at all levels of state and federal trial and appellate courts, all of which may include innovative theories with a specialization in worker protection-related law. Ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors.
- 15% Analyzes proposed legislation, consults with other sections on policy matters, and engages in public outreach and education activities. Assists in responding to Public Records Act, Public Inquiry, and other requests.
- 10% Prepares amicus curiae briefs on important worker rights issues in cases before state and federal appellate courts. Coordinates amici support on cases litigated by the office at the trial and appellate levels.
- 5% Other duties as assigned, including but not limited to participating in various interagency working groups, meetings with members of the public, or community organizations and responding to communications or inquiries from members of the public.

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, STD. 910.)

Employee's Signature Date

Supervisor's Signature Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
WORKER RIGHTS AND FAIR LABOR SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

STATEMENT OF DUTIES: The incumbent performs the more complex and sensitive legal work in the Worker Rights and Fair Labor Section. Deputies in the section execute their duties for the Attorney General. The Deputy Attorney General will conduct investigations, bring civil and potentially criminal actions, and publish public reports regarding worker protection issues in California. The Deputy Attorney General must have excellent research, writing, and communication skills and have the ability to exercise excellent judgment.

In addition to the above, the incumbent in a DAG IV position manages a very substantial and complex workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues, with little precedent. The DAG IV exercises a very high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG IV must maintain professionalism and collegiality with colleagues, clients, the courts, and members of the public while handling complex work in the Section. The DAG IV may serve as a lead and/or a resource for less-experienced DAGs in WRFLS in order to facilitate their learning, both as an attorney and as an employee of the Attorney General's Office.

SUPERVISION RECEIVED: Under the general supervision of the Supervising Deputy Attorney General and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

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

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Performs investigations and prepares and litigates cases before state and federal trial and appellate courts on behalf of the Attorney General in difficult and complex matters in the Worker Rights and Fair Labor Section, and in collaboration with other sections in the office. Appears in state and federal trial and appellate courts on behalf of the Attorney General. Keeps supervisors apprised of case developments. Works closely with supervisor; refers all media inquiries to press office and discusses matters with supervisors and press office to facilitate press office's response. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.
- 30% Analyzes the more complex and sensitive legal problems, performs factual and legal research, and prepares legal and other documents or reports, including memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, court orders, and regulations, at all levels of state and federal trial and appellate courts, all of which may include innovative theories with a specialization in worker protection-related law. Ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors.
- 15% Analyzes proposed legislation, consults with other sections on policy matters, and engages in public outreach and education activities. Assists in responding to Public Records Act, Public Inquiry, and other requests.
- 10% Prepares amicus curiae briefs on important worker' rights issues in cases before state and federal appellate courts. Coordinates amici support on cases litigated by the office at the trial and appellate levels.
- 5% Other duties as assigned, including but not limited to participating in various interagency working groups, meetings with members of the public, or community organizations and responding to communications or inquiries from members of the public.

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.

Printed Name Date
Employee's Signature

Printed Name Date
Supervisor's Signature

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
WORKER RIGHTS AND FAIR LABOR SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

STATEMENT OF DUTIES: The incumbent performs complex and sensitive legal work in the Workers' Rights and Fair Labor Section. Deputies in the section execute their duties for the Attorney General. The Deputy Attorney General will conduct investigations, bring civil and potentially criminal actions, and publish public reports regarding worker protection issues in California. The Deputy Attorney General must have excellent research, writing, and communication skills and have the ability to exercise excellent judgment

In addition to the above, the incumbent in a DAG III position manages a substantial and complex workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues, including with little precedent. The DAG III exercises a high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG III must maintain professionalism and collegiality with colleagues, clients, the courts, and members of the public while handling complex work in the Section. The DAG III may serve as a resource for less-experienced DAGs in WRFLS in order to facilitate their learning, both as an attorney and as an employee of the Attorney General's Office.

SUPERVISION RECEIVED: Under the general supervision of the Supervising Deputy Attorney General and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

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

TYPICAL WORKING CONDITIONS: Enclosed windowed office or interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Performs investigations and prepares and litigates cases before state and federal trial and appellate courts on behalf of the Attorney General in difficult and complex matters in the Workers' Rights and Fair Labor Section, and in collaboration with other sections in the office. Appears in state and federal trial and appellate courts on behalf of the Attorney

General. Keeps supervisors apprised of case developments. Works closely with supervisor; refers all media inquiries to press office and discusses matters with supervisors and press office to facilitate press office's response. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

- 30% Analyzes complex and sensitive legal problems, performs factual and legal research, and prepares legal and other documents or reports, including memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, court orders, and regulations, at all levels of state and federal trial and appellate courts, all of which may include innovative theories with a specialization in worker protection-related law. Ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors.
- 15% Analyzes proposed legislation, consults with other sections on policy matters, and engages in public outreach and education activities. Assists in responding to Public Records Act, Public Inquiry, and other requests.
- 10% Prepares amicus curiae briefs on important worker' rights issues in cases before state and federal appellate courts. Coordinates amici support on cases litigated by the office at the trial and appellate levels.
- 5% Other duties as assigned, including but not limited to participating in various interagency working groups, meetings with members of the public, or community organizations and responding to communications or inquiries from members of the public.

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