

Classification Title Assistant Chief Counsel	Board / Bureau / Commission / Committee Legal Affairs Division (Division)
Working Title Assistant Chief Counsel	Office/Unit/Section / Geographic Location Legal Affairs / Sacramento
Position Number 610-200-5871-001	Name and Effective

General Statement: Under the general direction of the Assistant Deputy Director for the Legal Affairs Division, Department of Consumer Affairs (DCA), the Assistant Chief Counsel (ACC), is responsible for overseeing day to day operations of the Legal Affairs Division, including supervising and supporting a team of attorneys, managing their workload, interacting with and advising clients, and representing the DCA and its boards and bureaus in various settings. Duties include, but are not limited to the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

- 35% (E) Plans, directs and organizes operations of the Division, including reviewing, analyzing, drafting, responding, and/or providing legal opinions, proposed legislation, regulations, subpoenas, Public Records Act requests, contracts, labor and employment actions, and training. Attend meetings, review and approve attorney staff work, and advise staff on legal opinions and decisions to ensure consistency throughout the DCA.
- 30% (E) Completes or assigns special projects as referred by the Deputy Director or the Executive Office and responds to correspondence and inquiries from the public, legislators, industry and other governmental personnel by interpreting statutes and regulations. Works on special projects relating to statewide or Department-wide legal and policy issues.
- 20%(E) Advise and assist the Deputy Director and Assistant Deputy Director on departmental issues, and legal and state-wide policy issues. Assists and supports the Deputy Director and Department Director in Departmental legal policy formation and implementation, in cooperation with other entities within California State government.
- 10% (E) Issues directives to remedy staff errors, oversees weekly status reports and workflow, and assigns and manages staff workload. Responsible for the professional development of staff including evaluating performance, training, and assisting in the attainment of career goals and objectives. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- 5% (E) In the absence of the Deputy Director and Assistant Deputy Director, serves as the Acting Deputy Director and makes policy and legal decisions that affect the department and/or licensees and consumers statewide.

B. Supervision Received

The Assistant Chief Counsel reports directly to the Assistant Deputy Director for the Legal Affairs Division, but may receive assignments or direction from the Deputy Director for the Legal Affairs Division, and the Department's Chief Deputy Director and Director.

C. Supervision Exercised

The Assistant Chief Counsel provides direct supervision to a team consisting of Attorney IVs, Attorney IIIs, and Attorneys, and provides indirect supervision to support staff.

D. Administrative Responsibility

The incumbent is responsible for monitoring employee time use, delegating duties to the appropriate level of staff, responding to employee/union grievances and arbitration issues, working with the DCA Office of Human Resources and other DCA administrative staff to resolve issues regarding various staff and Division policies and procedures.

E. Personal Contacts

The Assistant Chief Counsel has regular and continuous contact with board and/or bureau management and departmental management and staff; occasional to frequent contact with the Governor's Office, professional or industry associations, the Attorney General's Office, the California Department of Human Resources, the State Personnel Board and the public.

F. Actions and Consequences

Failure to perform these duties adequately could result in inefficient operation of the Division, DCA, and/or client/board. It could also result in the provision of inaccurate or incomplete advice or assistance, with the possibility that recipients of these services might take positions or implement policies that are not advantageous or are not adequately supported.

G. Functional Requirements

The incumbent is expected to work in an office setting in the Legal Affairs Division suite, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The position requires bending and stooping to retrieve files; occasional light lifting, up to 10-15 lbs.

H. Other Information

License Requirement

The Assistant Chief Counsel must be an active member of the California State Bar and a member in good standing.

Criminal Offender Record Information (CORI)

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to

submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI)

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Work Week Group SE

The incumbent is a Work Week Group SE employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office.

Travel

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Deputy Director, Legal Affairs Division Signature

Date

Deputy Director, Legal Affairs Division Printed Name
Revised 5/2021