

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Attorney Supervisor		WORKING TITLE Attorney Supervisor		
PROGRAM NAME Office of the Director			UNIT NAME Legal (South)	
ASSIGNED SPECIFIC LOCATION Los Angeles			POSITION NUMBER 400 – 113-5749-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 Office of the Director - Legal Unit (OD Legal) Assistant Chief Counsel (ACC), the Southern California Attorney Supervisor directs and reviews the work of a team of OD Legal attorneys involved in a variety of litigation and performs the work or acts as lead or co-counsel when necessary.

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>
45%	Plans, directs, coordinates, evaluates, and supervises the work of a group of staff attorneys and performs the work and handles the most complex litigation and policy related matters. Provides guidance and supervision to legal unit attorneys in multiple substantive areas of law including: California public works law, including prevailing wages and apprenticeship; Workers' compensation law, including laws related to self-insured employers; Employment law (Government Code, Title VII, FEHA Americans with Disabilities Act, Age Discrimination in Employment, Unemployment Insurance Code, Labor Code) related to Department personnel matters; and California Public Records Act, privacy laws, or other state or federal laws imposing obligations on the Department, which may be the subject of litigation.
25%	Recruits, hires, trains, develop, and provides leadership to a small unit of attorneys. Ensures full compliance with state and federal laws, regulations, rules, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Establishes performance expectations for all staff. Reviews staff work plans, monitors and evaluates progress, and ensures key milestones are met and on schedule. Provides regular and timely written staff performance appraisals. Counsels staff and initiates disciplinary actions as necessary.
25%	Advises the Assistant Chief Counsel and Chief Counsel on policy, legislation, regulatory rulemaking; train other attorneys and staff on how to handle administrative matters, including the preparation of reports on general legal and policy issues. Represents the Director as Administrator for four workers' compensation funds (Uninsured Employers Benefits Trust Fund, Subsequent Injuries Benefits Trust Fund, Return to Work Supplement Program, and Death Without Dependents Unit) before the Workers' Compensation Appeals Board district

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offices, Reconsideration Unit, and civil appellate courts throughout California.

Percentage of Time Spent

Marginal Job Functions

5%

Serves as backup for ACC in their absence and perform other job-related duties as required to fulfill OD Legal objectives.

Conduct, Attendance, and Performance Expectations

The Attorney Supervisor must maintain a high level of integrity, professionalism, confidentiality, thoroughness, and accuracy; must exercise initiative and discretion. The Attorney Supervisor must act in an honest, fair, and ethical manner; work independently and adhere to department/division policies and procedures. The Attorney Supervisor must maintain regular and acceptable attendance and normally will average a 40-hour work week; however, they are expected to work as many hours as necessary to accomplish their assignments and fulfill their responsibilities.

Supervision Received

The Attorney Supervisor works under the general direction of the Assistant Chief Counsel in the Los Angeles office of OD Legal.

Supervision Exercised

Supervises attorney 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 with 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

Must be a member of the California Bar and qualified to practice law in California.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel occasionally. Being in a stationary position for long periods of time.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of OD Legal.

Personal Contacts

The Attorney Supervisor has contact with other attorneys, investigators, and staff in OD Legal, staff and management within the Director's Office, other DIR divisions, and opposing counsels,

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unrepresented parties, judges and members of the public.

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

DC

C&S Analyst Initials

7/6/26

Approval Date