

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Career Executive Assignment B-Sr. Asst Chief Counsel

POSITION NUMBER:

800-310-7500-001DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Legal Division**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Information, Technology, and Admin. Litigation Branch**

SUPERVISOR'S NAME:

Torene L.M. Schwab

SUPERVISOR'S CLASS:

Exempt- Deputy Director- Chief Counsel**SPECIAL REQUIREMENTS OF POSITION** *(CHECK ALL THAT APPLY):*

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☒ Other *(Explain below)*

Fingerprint Clearance.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Three Assistant Chief Counsels

Total number of positions for which this position is responsible: 33

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Legal Division's mission is to provide the Department with professional and ethical legal advice and zealous representation to enable the Department to develop, implement, operate and enforce the CDSS mission, goals and program policies.

The Information, Technology, and Administrative Litigation Branch supports the Division's mission by ensuring sound legal advice and litigation services, in the areas of Employment, Labor, Equal Employment Opportunity, Information, Technology, Legal Agreements, Information Governance, and Audits.

CONCEPT OF POSITION:

Under the direction of the Chief Counsel/Deputy Director, the Senior Assistant Chief Counsel (SACC) performs their responsibilities under minimal supervision providing legal advice, services, direction, and support to the Department Directorate, Deputy Directors, and program managers and staff of the Administration Division, Executive Division, Information Systems Division, Research Automation and Data Division, and Office of Equity related to the implementation, administration and policy direction in the following areas: employment, labor, reasonable accommodation, Equal Employment Opportunity, Information Governance (including service of process, Public Records Act, data and privacy), technology, legal agreements, audits and audit appeals.

A. RESPONSIBILITIES OF POSITION:

As the primary legal advisor, the SACC has a major role in the formulation, recommendation, and evaluation of a wide range of departmental policies related to the assigned program and subject areas. The SACC is involved with the most sensitive and complex legal issues, often making decisions that have substantial policy and financial implications. As an expert in the laws pertaining to these subject areas, the SACC regularly consults with and advises management throughout the Department, including the Director and Executive staff, regarding issues related to the implementation, administration and enforcement of the assigned areas described above.

35% Provides legal advice to the Director, Chief Deputy Directors, Deputy Directors and program managers and staff on complex and sensitive issues pertaining to the development and implementation of policies and regulations for the SACC's assigned program and subject areas. Develops and implements administrative policies, procedures and processes for the Branch. Evaluates existing Legal Division policy and formulates and implements new Legal Division policy.

20% Consults with the Director, Chief Deputy Directors, and Deputy Directors regarding settlement and litigation of employee disciplinary and related cases in administrative tribunals, trial courts, and courts of appeal. Oversees all activities related to the timely handling of such actions and the most successful outcomes in the best interest of the Department.

15% Writes and reviews proposed legislation, regulations, policies, legal opinions, contracts, correspondence, confidential documents and other documents. Performs substantive review and oversight of litigation involving departmental programs on cases represented by the Office of the Attorney General.

15% Provides supervision, direction and review of subordinate staff, including three Assistant Chief Counsels, two Attorney Supervisors, attorneys and paralegals who advise and provide comprehensive legal services to the assigned programs as well as substantive litigation support to the Office of the Attorney General. Directs and implements Branch recruitment, hiring, performance reviews, development of adverse actions and approval of absences, travel and training.

10% Represents CDSS at meetings, conferences and hearings that include stakeholders, federal, state and county representatives, legislative staff and other forums. Collaboratively works with other State departments, the California Health and Human Services Agency, and the Governor's Office on legal matters pertaining to Employment, Labor, Information, Technology, and other related areas.

5% Travels throughout the state to address sensitive and critical legal consultation, negotiation and litigation matters.

B. SUPERVISION RECEIVED:

The Senior Assistant Chief Counsel works under administrative direction of the Chief Counsel/Deputy Director.

C. ADMINISTRATIVE RESPONSIBILITY:

As the primary legal advisor for Branch programs, the SACC has a significant role in the formulation, recommendation, and evaluation of a wide-range of departmental policies that are set forth in drafted legislation, adoption of regulations and issuance of formal policies as well as technical advice to external stakeholders. Many of the programs for which legal services are provided, and that the SACC oversees, have significant statewide impact that pertain to receipt of critical and needed public social service benefits by the most vulnerable populations in the State. The SACC is directly involved with the most sensitive and complex legal issues that have significant policy and fiscal implications. As one of the most experienced attorneys, the SACC is expected to be capable of attaining the expertise or being an expert in the laws and regulations related to the administrative functions implemented by the Department in the assigned program areas.

D. PERSONAL CONTACTS:

The SACC is required to have, or develop, extensive contacts both within and outside the Department. In addition to regular contact with the Directorate, Deputy Directors, program managers and staff, the SACC will regularly interact with the Office of the Attorney General, the California Health and Human Services Agency, the Governor's Office, the Department of Finance, other federal, state and county agencies, advocacy groups and stakeholders including staff from the Legislature.

E. ACTIONS AND CONSEQUENCES:

The SACC is required to have excellent judgment and legal prowess in order to guide the Branch to successful outcomes in support of mission critical CDSS programs. Errors and missteps may have far-reaching and negative impacts on the CDSS' reputation, finances, operational efficiencies and the ability to provide the most effective services to Californians.

F. OTHER INFORMATION:

Acts on behalf of the Chief Counsel/Deputy Director, when requested. Fingerprint clearance required. Occasional travel required.

(Rev. 8/9/2026)