

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Attorney Supervisor

POSITION NUMBER:

800-310-5749-401

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Legal

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Information Governance Bureau

SUPERVISOR'S NAME:

Nathan Bewley

SUPERVISOR'S CLASS:

Assistant 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 Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. Travel may be required.

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.

Four Attorney IIIs and two Senior Legal Analysts

Total number of positions for which this position is responsible: 6

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 Enforcement Branch provides legal advice and services regarding enforcement issues to the Community Care Licensing Division (CCLD) of the Department. The CCLD oversees the licensure of numerous facility types that care for vulnerable clients. Examples include foster homes and congregate care settings for children, Adult Residential Facilities, Residential Care Facilities for the Elderly, and childcare settings.

This Branch also provides legal advice and services to the 58 counties relating to Resource Family Approval (RFA).

CONCEPT OF POSITION:

The Attorney Supervisor (AS) is an expert in the laws, rules and regulations relating to Community Care Licensing programs, an expert regarding the presentation of evidence and litigation strategies in arguing cases before the Office of Administrative Hearings and State Hearings Division. The AS reviews and leads Attorney IIIs and Senior Legal Analysts assigned to research, analyze and draft legal work on Statewide Enforcement issues in support of these programs. The AS serves in a lead managerial role by overseeing the Arrest-Only Triage legal team and providing consultation to the Care Provider Management Bureau (CPMB) and Investigations Branch at the Program and Divisional level. Additionally, the AS is assigned to develop procedures, trainings and legal policies for all Enforcement staff. The AS consults with and advises the Senior ACC, their ACC, the Enforcement Management Team and subordinate staff on a variety of complex and sensitive legal issues.

A. RESPONSIBILITIES OF POSITION:

45% - Directly supervises and reviews the work of subordinate staff; evaluates the performance of subordinate staff; reviews and conducts performance evaluations, probationary reports, individual development plans, sick leave and vacation requests, travel claims, and providing general supervision on a day-to-day basis to ensure that staff work is consistent and accurate and completed in a timely manner. Takes disciplinary action when appropriate. Evaluates, delegates and prioritizes assignments for IGB. Develops internal policies, procedures and staff trainings applicable to the legal duties of Enforcement. Provides training, mentoring, and guidance to new attorney and analyst hires.

25% - Supervises subordinate staff who provide legal support and advice to Department management and staff on the more complex and sensitive matters that arise within the functional responsibility of the Legal Division's Information Governance Bureau, including arrest-only triage; legislative review and analysis; training and forms review and analysis; public records act and subpoena responses; audits; data management and storage. Provides legal support and advice to Department management and staff on high level issues and projects that have policy and political impact on the Department.

20% - Provides support and assistance to Assistant Chief Counsel in carrying out Bureau operations. Serves on the Enforcement Management Team to evaluate and make recommendations regarding proposed stipulations and proposed decisions issued by the Office of Administrative Hearing; Assists with staff interviews and actively participates in the interview and selection process for subordinate staff; represents Enforcement at program and Division level meetings, acts as project leader for various special projects, and other duties as required.

5% - Supervises subordinate staff's development, maintenance, and support of Enforcement's manual and digital workflow, case management, and other software processes. Supervises subordinate staff's maintenance of Enforcement's policies, procedures, forms, and reference materials using the Department's file management systems.

5% -- Prepares and presents trainings to Enforcement staff on a wide variety of topics, including but not limited to, laws and regulations, policies, and procedures, and litigation and trial strategy; Provides in-depth litigation support to the Office of Attorney General and Enforcement staff on complex cases.

The above percentages of time are estimates only. The above duties and/or assigned percentages of time for the duties are subject to change and may include other duties not listed above as directed by Legal Division or other CDSS management.

B. SUPERVISION RECEIVED:

The Attorney Supervisor works under the general supervision of an Assistant Chief Counsel but has broad discretion and independence in the performance of a variety of more difficult and complex duties.

C. ADMINISTRATIVE RESPONSIBILITY:

The Attorney Supervisor is responsible for receipt and completion of assignments and for verifying that subordinate staff follow through on assigned actions. In addition, the Attorney Supervisor is involved in or participates in the selection of subordinate staff.

D. PERSONAL CONTACTS:

The Attorney Supervisor has extensive contacts within and outside the Department and must work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

E. ACTIONS AND CONSEQUENCES:

The Attorney Supervisor personally deals with the most difficult and complex legal issues and also supervises the legal work conducted by subordinate staff. Failure to provide sound legal advice and exercise good judgment could result in civil liability against the department, an adverse decision in the administrative matter and failure to adequately protect clients of licensed facilities.

F. OTHER INFORMATION:

The Attorney Supervisor must obtain a criminal record clearance from the Department of Justice and the Federal Bureau of Investigation. The incumbent is expected to participate in occasional travel (may be out of town and overnight) and arrange schedule to perform duties and meet the objectives of the program. Office space is standard office in a smoke-free environment.