

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Legal Support Supervisor I			WORKING TITLE Legal Support Supervisor I		
PROGRAM NAME Division of Occupational Safety and Health				UNIT NAME Legal/Bureau of Investigations	
ASSIGNED SPECIFIC LOCATION 2 MacArthur Place, Suite 700, Santa Ana, CA 92707					POSITION NUMBER 400-427-1277-XXX
BARGAINING UNIT S04	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No	

General Statement

Under the direction of the Assistant Chief Counsel of the Division of Occupational Safety and Health (Division or DOSH), as a member of a legal support secretarial team, the Legal Support Supervisor I supervises the work of legal secretarial and clerical support staff providing legal support services to a large professional staff of attorneys and special investigators in the Bureau of Investigations unit (BOI). The incumbent may perform responsible legal secretarial work in addition to supervision of a legal support team.

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%	Supervises, plans, organizes, and coordinates the activities of a team of legal secretaries and other support staff providing a variety of secretarial services to a professional staff of attorneys and BOI special investigators. Reviews work procedures and troubleshoots legal secretarial and other support staff work. Reviews, monitors, tracks and assists with processing all legal referrals assigned to the DOSH legal unit, as well as lawsuits filed by and against the Division. Independently prepares the more complex legal letters, forms and documents for processing. Troubleshoots equipment issues and/or performs complex secretarial duties and administrative functions for one or more attorneys. Acts as a liaison between the Legal Unit and other units, including contracted vendors. Prepares statistical reports relating to the work of the Legal Unit for the Chief Counsel's and Assistant Chief Counsel's review. Performs administrative duties following departmental policies, rules and procedures. Monitoring the general Legal Unit email inbox and distributing correspondence and information received accordingly. Communicating with District Office and Regional Office Enforcement staff for the purpose of obtaining information and document. Plans, reviews, evaluates, and recommends changes of operational procedures including implementation, preparation of manuals, and perform a wide variety of administrative duties to maintain the support functions of legal office. Disseminates changes in policy and procedures to support staff on a regular basis. Maintains attendance records, approves absences, leave usage requests and makes recommendations for overtime. Prepares probationary reports and annual performance appraisals for employees. Initiates, prepares, reviews, recommends appropriate personnel actions, and participates in corrective interviews as needed. Recruits,

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	reviews, interviews, and recommends the hiring of new employees. Provides orientation and/or training for new employees, including assisting with administrative onboarding of newly hired attorneys and/or BOI staff.
25%	Ensures adequate office supplies, materials and equipment for the Legal Unit. Assists with logging, tracking and troubleshooting IT issues with DIR IT. Gathers information for interoffice reports and administrative memorandum and disseminates as appropriate. Reviews and assists with the ordering and distribution of supplies for the office. Monitors the purchase of office inventory and assists with arranging the repair of office equipment. Reports facility-related issues and acts as liaison to the building manager. Operates various types of office machinery including copy machines, scanners, fax machines, video conference systems, and polycom conference phones. Supports attorneys with any technical printer, copier, scanner, or computer issues to the extent possible and contacts IT department on attorneys' behalf as needed. Participates in various administrative, management and unit meetings, and required trainings with legal secretaries and other support staff and attorney staff members. Holds team/staff meetings on a weekly, monthly, and/or quarterly basis as needed, and meets with professional staff to discuss the support staff's efforts to provide quality service. Communicates with the public in-person, by phone and email in order to schedule meetings, improve office procedures and provide technical support.
20%	Monitors and updates legal unit calendars daily, including adding and updating status conferences and hearings for newly assigned or reassigned cases to attorneys, ensuring timely calendaring to prevent conflicts with other future assignments. Assists with maintaining the Chief Counsel and Assistant Chief Counsels' calendars including coordinating with calendars of those outside of the Legal Unit. Assists and, if necessary, backs up secretarial team members or other support staff in the performance of duties, including assisting the Bureau of Investigations. Duties may include, but are not limited to: using Microsoft Word or comparable software programs to assist attorneys in the finalizing, filing, and serving legal documents with the Occupational Safety and Health Appeals Board and superior courts or courts of appeal; assisting attorneys with finalizing and mailing of more complex correspondence and other documents; researching court rules as necessary; and monitoring and updating templates for pleadings and legal correspondence.
5%	Incumbent will act as the Attendance Reporting Officer (ARO) of the unit. Attends and schedules meetings and completes all mandatory division trainings, which may include travelling. Reports office furniture surplus and recycles electronic equipment as directed by headquarters. Provides necessary assistance to the Assistant Chief Counsel and other DOSH staff as directed. Makes travel arrangements and prepares travel expense claims for the Chief Counsel, Assistant Chief Counsels, attorneys, investigators, and other Division staff as needed.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties as required, including trains colleagues and other colleagues

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within Cal/OSHA, among others.

Conduct, Attendance, and Performance Expectations

The Legal Support Supervisor I is required to take substantial initiative, exercise a considerable amount of discretion, behave in an honest, fair and ethical manner, display superior work habits (e.g., organizational skills, accountability, timely completion of assignments), work independently, and produce the highest quantity and quality of secretarial work. The Legal Support Supervisor I will be required to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, and equipment, and adhere to departmental policies and procedures. The Legal Support Supervisor I is expected to be professional, courteous, and work cooperatively with all levels of DOSH management, staff, and the public. The Legal Support Supervisor I must maintain consistent and regular attendance. The Legal Support Supervisor I will normally average forty hours of work per week including paid leave; however, depending on workload, special assignments, or projects, incumbent may occasionally be required to work beyond the forty hours per week and is expected to work all hours necessary to accomplish their assignments and fulfill their responsibilities. The Legal Support Supervisor I travels throughout the state as required with some overnight stays of varying length and frequency. The Legal Support Supervisor I both teleworks and works in the office.

(**NOTE:** staff in the Cal/OSHA Legal Unit are teleworking and going into the office four times per week.)

Supervision Received

Under the direction of the Assistant Chief Counsel of the Division of Occupational Safety and Health.

Supervision Exercised

Provide direction and supervision to 5-15 legal secretaries and other support staff, including Senior Legal Typists, Office Technicians, Office Assistants, retired annuitants, and Seasonal Clerks in the Legal Unit at DOSH.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Legal Support Supervisor I works in an air conditioned office building with natural and artificial lighting. In addition, the incumbent works in a typical office setting with an interior workstation in a smoke-free environment. While performing assigned duties, the Legal Support Supervisor I may be required to walk for extended periods of time to assist team members and professional staff. The incumbent may also be required to sit for extended periods of time to operate a computer terminal and transcribe tapes from a transcribing machine and stand to photocopy and assemble documents. The incumbent must be able to operate and use modern office methods, supplies and equipment, which include personal computers and software programs, including law related programs, printers, telecommunication equipment, calculators, scanning, photocopy and fax machines. The incumbent should also be able and willing to telework.

Special Requirements/Other Information

The Legal Support Supervisor I must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels within and outside of DIR and DOSH. The incumbent must have the ability to

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communicate effectively orally and in writing, adapt to changes in priority of assignments, read, understand and follow oral and written instructions, and have good computer skills with proficiency in Microsoft Office software.

This position requires the incumbent to perform sustained typing of at least 40 words per minute.

Physical Abilities

The incumbent must have the ability to move and transport up to 20 pounds.

Additional Requirements/Expectations

The Legal Support Supervisor I must have knowledge of legal concepts, terminology and technical legal terms. The incumbent must handle sensitive and confidential materials and matters in a professional manner.

Personal Contacts

The Legal Support Supervisor I in this position has contact with attorneys and staff in DOSH Legal, employees and supervisors and managers in other units of DOSH, staff and management in the DIR Director's Office, other divisions within DIR and at the Labor and Workforce Development Agency, opposing counsel, unrepresented parties in their cases, judges and staff at administrative agencies, judges and staff in civil courts, court reporters, 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 Diversity and Inclusion Office.

Employee Name	Employee Signature	Date
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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	Date
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HUMAN RESOURCES OFFICE APPROVAL

HO	9/15/2026
C&P Analyst Initials	Approval Date