DUTY STATEMENT
DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION
GOVERNMENT LAW SECTION

JOB TITLE: Supervising Deputy Attorney General (SDAG)

CLASSIFICATION: Deputy Attorney General Supervisor

GENERAL STATEMENT:

The Government Law Section provides legal advice and representation, often in the defense of state statures, to the Governor, Lieutenant Governor, Attorney General, Controller, Treasurer, Secretary of State, Department of Finance, and various other state agencies and departments. The legal matters concern a wide range of frequently high-profile and impactful legal matters serving the public interest. Practice areas include: constitutional law and statutory interpretation, government operations, firearms and other public-safety laws, elections, internet privacy, federalism, labor and union issues, housing reform, criminal justice reform, criminal information, state mandates, and other matters. Representation includes appearances in state and federal courts throughout the State at both the trial and appellate levels. Attorneys in the Government Law Section also prepare titles and summaries for ballot measures and analyze proposed state legislation.

The primary duties of the SDAG are supervising the work and performance of a team of deputies, paralegals, and other support staff. SDAGs provide proactive, hands-on leadership, supervision, mentorship, and training to team members; assist and monitor team members in all phases of their work; strategize with team members on their work product and arguments; review and edit team members' substantive work product; plan the distribution of work; evaluate team members' performance and take corrective or other appropriate action as necessary; and actively participate in the hiring and onboarding of deputies, paralegals, and other support staff. SDAGs are responsible for keeping their Senior Assistant Attorney General apprised of case developments, potential conflicts of interest, client inquiries, performance and misconduct issues, and matters that may be of interest to the Executive Unit. SDAGs may also personally handle the most difficult, complex, sensitive, and consequential litigation, administrative proceedings, hearings, oral arguments, negotiations, legal research, advisory matters, investigatory matters, legislative liaison matters, and opinion drafting. SDAGs produce exceptionally high-quality work product, sometimes under tight deadlines, and are outstanding oral advocates.

SUPERVISION RECEIVED: SDAGs work under the supervision of the Senior Assistant Attorney General and the Chief Assistant Attorney General. In a particular matter, the Senior Assistant Attorney General or Chief Assistant Attorney General may designate another supervisor/manager to oversee the work of the SDAG.

SUPERVISION EXERCISED: SDAGs supervise the work and performance of a team of deputies, paralegals, and other support staff.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit for long hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- May be required to work over eight hours a day and on weekends/holidays, including during trials and administrative hearings or as otherwise required by operational needs such as being available to team members, management, and clients.
- While working in the office, works in an enclosed interior or exterior window office in a smoke-free environment.
- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

50% Provides proactive, hands-on leadership, supervision, mentorship, and training to team members; ensures that team members are efficiently, effectively, and productively handling their cases and meeting all deadlines; conducts regular case review meetings with team members and assists in the development of sound litigation or case plans; strategizes with team members on their work product and arguments; carefully reviews and edits team members' substantive work product to ensure it is legally and factually accurate, persuasive, and written with proper tone; handles aspects of team members' workload as necessary; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; reviews and edits team members' daily and monthly reports; plans the distribution of work and communicates promptly with clients about the assignment of work; strives to fairly balance the workload among team members; ensures that team members follow the Department of Justice policies, procedures, and guidelines in handling cases and in maintaining good client relations; ensures compliance with laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients; ensures maintenance by team members of complete electronic case files in ProLaw, timely posting of essential notes and documents, and timely calendaring of deadlines and case events; keeps the Senior Assistant Attorney General informed of case developments, potential conflicts of interest, client inquiries, and matters that may be of interest to the Executive Unit; and works cooperatively with the other SDAGs in the section to ensure proper assignment of work and consistent handling of legal issues.

30% Works with clients to maintain good client relations and to resolve disagreements quickly; sets expectations for team members on job performance and conduct, client relations, and adherence to ethical standards; ensures that team members work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies; provides honest and timely annual performance

appraisals, probation reports, and promotion assessment memoranda; works with team members to develop training plans; holds regular team meetings; strives to foster a team environment and recognizes positive contributions by team members; ensures that team members enter their time in ProLaw promptly, accurately, and completely, and timely record leave in Workday; keeps the Senior Assistant Attorney General informed of performance and misconduct issues, and of other important personnel matters; takes corrective or other appropriate action as necessary, working with the performance management unit in the Office of Human Resources when appropriate; handles various other personnel matters (e.g., approves requests for leave); actively participates in the hiring and onboarding of deputies, paralegals, and other support staff; stays abreast of and applies the current Department of Justice policies, procedures, and guidelines, and the relevant bargaining unit contracts; and consults the Reference Guide for Supervising Deputy Attorneys General in the Civil Law Division. The SDAG also performs general administrative functions and may perform case-related functions, including: timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely calendars deadlines, case events, travel, and leave; timely enters case information (including documents) in ProLaw and ensures that case information, milestones, and deadlines are kept up to date; completes mandatory training; takes advantage of professional training opportunities; and effectively uses video-conferencing and other work-related technology.

20% Performs the most difficult legal work related to trials, writs, appeals, and other proceedings, requiring the highest level of independent judgment; appears before various federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts. Advises various legal jurisdictions, public officials, and representatives of public agencies on legal issues; and drafts and analyzes legislative measure and regulations.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the Department of Justice policies, procedures, and guidelines, in particular those relating to SDAG duties, (b) the information in the Reference Guide for Supervising Deputy Attorneys General in the Civil Law Division, and (c) the areas of law handled by the section.
- Knowledge of: (a) the laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients, (b) duties and powers of the California Attorney General, (c) principles of administrative and constitutional law, (d) rules of evidence and civil procedure, (e) rules of court, and (f) rules governing the conduct of proceedings before administrative bodies.
- Ability to: (a) effectively supervise a team of deputies, paralegals, and other support staff with varying abilities and skill levels, (b) effectively engage in interactive communications with team members to let them know what is expected of them and to provide helpful feedback, (c) efficiently and effectively review and revise work product to ensure it is legally and factually accurate, persuasive, and written with proper tone, (d)

fairly, objectively, and honestly assess team members' performance, (e) identify and effectively address performance, efficiency, and productivity issues, and (f) lead by example by maintaining high standards of honesty and integrity, good working habits, and good working relationships, and by sharing expertise with others.

- Ability to handle all aspects of trial court litigation, appellate litigation, and administrative proceedings, and to effectively advocate the client's position in court and before administrative bodies.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to efficiently complete research (including through use of online resources), and to efficiently produce work product that is legally and factually accurate, persuasive, and written with proper tone.
- Ability to efficiently review and organize voluminous paper and electronically stored documents, including through use of litigation software.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to exercise good judgment, and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use ProLaw to manage case files and ensure prompt and accurate billing to clients, and to effectively use Workday.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

_____	_____
Employee's Signature & Date	Supervisor's Signature & Date
_____	_____
Typed or Printed Name	Typed or Printed Name