Proposed

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-060-7500-938
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE
Office of Legal Affairs - Elk Grove, CA	Career Executive Assignment (CEA B)
	WORKING TITLE: Assistant Chief Counsel

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	M02	CEA	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
	8280 Longleaf Drive, Elk Grove, CA 95758
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Director and Chief Counsel, the Assistant Chief Counsel (ACC) is responsible for supervising a legal team for the California Correctional Health Care Services, Office of Legal Affairs. The ACC serves as counsel for the Department by working closely with the Director and Chief Counsel and executive leadership. The ACC provides guidance on legal issues, policy reviews, regulatory changes, legislative proposals, and any other program needs of a legal nature.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Supervises, plans, organizes, coordinates, reviews, mentors, and directs the work of staff attorneys and support staff; evaluates their performance; participates in the selection process; and supervises them.
30%	Serves as a high level advisor on the most significant legal matters affecting the Department. Consults with and advises the Director and Chief Counsel and Department executive staff on all manner of legal issues. Identifies and develops strategies and tactics for the most complicated legal issues faced by the Department. Consults with and advises Department staff on the interpretation and analysis of statutes, court decisions, rules of court, regulations, and other rules significantly

	affecting their duties, functions, and responsibilities.
20%	Assesses areas of organizational risk and makes recommendations to the organization on changes to mitigate those risks, prepares trend reports, makes presentations to Executive Staff team members and external stakeholders, ensures that outcomes and steps for accountability are met timely, and briefs the Director and Chief Counsel on trends in the law and their potential impact on the organization.
10%	Assists the Director and Chief Counsel on special assignments as directed.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.. *Ability to:* Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives. **DESIRABLE QUALIFICATIONS** Knowledge of laws related to health care practice, provider and facility licensing, health care staff policy, patient privacy, ADA, consent, public records, conflicts of interest; hospital and physician network development and service contracts; employee discipline, disability management, labor laws, and other human resource concepts and principles; provider-payor disputes; state administrative and procurement policies and procedures; finance; construction; and other state laws, regulations and policies bearing upon the Receiver's duties. Experience litigating cases in state and federal court, and in such administrative forums as the State Personnel Board, Office of Administrative Hearings, California Department of Human Resources, and Public Employment Relations Board. Background and experience in medical-legal issues, disabilities issues, ability to understand medical terminology and communicate with healthcare providers on health care issues. Background and experience in providing advice to governmental program areas and staff. Background and experience with various California prison health care class actions and their requirements and inter-relationships (including *Coleman v. Newsom*, *Plata v. Newsom*, and *Armstrong v. Newsom*). Familiarity and experience with California Business and Professions Code 800 et seq,, Title 15 of the California Code of Regulations, and dealing with various healthcare regulatory boards. Familiarity with the role of the federal court and the receivership created thereby in the *Coleman* case, and the distinctions and division of responsibility for incarcerated patient care and housing

between CDCR and the Receiver's office.

Experience and ability to work in an unsupervised setting and provide advice and suggest solutions to program staff in a short timeframe.

OTHER DOMAINS
Not applicable.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT
Candidate must be an active member of the State Bar of California with broad and extensive experience in the practice of law (preferably more than six years legal experience acquired after admission to the Bar).

CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS
Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE