DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
FACILITIES ENFORCEMENT TEAM
DUTY STATEMENT

NAME:
CLASSIFICATION: Supervising Deputy Attorney General
WORKING TITLE: Supervising Deputy Attorney General (FET)

STATEMENT OF DUTIES: Within the Division of Medi-Cal Fraud and Elder Abuse, the Criminal Prosecutions Section Supervising Deputy Attorney General (SDAG) for the Facilities Enforcement Team (FET) supervises a multi-disciplinary team of criminal prosecutors, civil prosecutors, paralegals, nurse consultants, and support staff. The SDAG evaluates the performance of team members, provides training, handles general administrative matters, participates in the interview and selection process for Deputy Attorneys General, paralegals, and support staff, and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, and appeals.

As a multi-disciplinary vertical prosecution team, the FET SDAG is responsible for facilitating effective communication and collaboration between legal, auditing, and law enforcement staff, participating in regular case review meetings with investigative, auditing, nursing, and legal personnel, and actively coordinating with supervisors and management who oversee the auditing and law enforcement staff. The SDAG participates in public outreach activities, and provides guidance and analysis on proposed legislative measures and policy proposals in the Division's subject areas.

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General, Criminal Prosecutions Section.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of legal professionals, including Deputy Attorneys General, paralegals, nurse consultants, and support staff.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day; and is required to travel throughout the state, sometimes with overnight travel and out-of-state travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General, paralegals, nurses consultants, and support staff; participates in, assists, and monitors attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; oversees the Operation SAFE (Stop Abuse and Fraud of Elders) Program; participates in all phases of the work of the legal professionals and support staff supervised; plans the distribution of work; reviews subordinate staff work product; and is physically present in the office when work does not mandate out-of-office work.

25% Handles a variety of general administrative matters; evaluates performance of staff; and assists in the recruitment process for new attorneys, paralegals, and support staff.

25% Performs the most difficult legal work related to jury trials, bench trials, writs, and appeals; often is the lead attorney on a trial team assigned to the most difficult and complex cases; appears before various federal and state courts 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; conducts or supervises special investigations of the most sensitive or difficult nature; and drafts and analyzes legislative measures and regulations. Oversees the case intake and referral process for all Medi-Cal facilities and other OIG approved cases.

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 Signature Date	Supervisor Signature Date
Employee Name	Supervisor Name