DUTY STATEMENT
DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION
HEALTH, EDUCATION AND WELFARE SECTION

JOB TITLE: Deputy Attorney General III

GENERAL STATEMENT:

The Health, Education, and Welfare Section (HEW) defends California's laws establishing policy in the areas of health care, public education, and welfare. HEW represents more than 30 state agencies responsible for administering a multitude of health, education, and public-welfare programs. The section handles all phases of federal- and state-court litigation.

Deputy Attorneys General III are experienced attorneys with the ability to capably handle the routine legal work of the section, as well as the difficult, complex, sensitive, and consequential legal work of the section, and to produce favorable results. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. They are also effective oral advocates. Deputy Attorneys General III gradually exercise more independent judgment in representing the section's clients on increasingly difficult, complex, sensitive, and consequential legal matters, and may be assigned litigation of similar difficulty, complexity, sensitivity, and consequence, including cases that may be appealed to the highest courts.

SUPERVISION RECEIVED: Deputy Attorneys General III work under the supervision of a Supervising Deputy Attorney General and the Senior Assistant Attorney General. In a particular matter, the Supervising Deputy Attorney General or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

OVERSIGHT EXERCISED: Deputy Attorneys General III may direct, monitor, and oversee the work of paralegals, and may act as a lead person over the work of other attorneys.

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.
- 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)

30% Effectively represents clients in all aspects of increasingly difficult, complex, sensitive, and consequential civil litigation, while meeting all internal and case deadlines; prepares and files pleadings (including briefs, motions, and evidentiary objections) in state and federal trial courts and administrative forums on a timely basis and using proper citation form; efficiently responds to motions for temporary restraining orders and preliminary injunctions; develops evidence presentation and examines and cross-examines witnesses; drafts correspondence; conducts legal research; drafts and responds to written discovery, including e-discovery; conducts and defends depositions; prepares witnesses, including expert witnesses; collaborates with colleagues on team cases; timely advises clients, supervisors, and executive staff regarding case developments; prepares settlement recommendations and assesses policy implications of litigation; timely submits written work product for review by supervisors and clients.

20% Effectively represents clients in increasingly difficult, complex, sensitive, and consequential appellate litigation in state and federal courts involving extensive factual records and increasingly complex and consequential legal issues; plans and implements appellate strategy; conducts legal research; prepares appellate briefs and related legal documents on a timely basis, using proper citation form, and in accordance with all applicable rules; prepares correspondence and memoranda; participates in moot courts to prepare for oral arguments and serves as judge on moot courts for colleagues; presents oral argument before federal and state appellate courts for hearings; timely apprises and responds to clients, supervisors, and executive staff regarding case developments, settlement offers, the legal and policy implications of appellate litigation, and other matters; timely submits written work product for review by supervisors and clients.

20% Provides effective advocacy in increasingly difficult, complex, sensitive, and consequential trials, hearings, administrative proceedings, oral arguments, and other matters.

10% Provides thorough research, analysis, and sound advice to supervisors, public officials, and clients and/or representatives of public agencies on increasingly difficult, complex, sensitive, and consequential legal and policy issues; drafts and analyzes legislative measures and regulations; responds to Public Records Act requests; handles special projects or legal assignments as assigned by a Supervising Deputy Attorney General or the Senior Assistant Attorney General.

10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; follows the Department of Justice policies, procedures, and guidelines in handling cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive, and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.

10% Performs various administrative functions including: 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; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to deputies, paralegals, and interns; participates in the hiring of deputies and paralegals as requested; attends section meetings and assists with the meetings as requested; timely prepares necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of 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, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, 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

DUTY STATEMENT
DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION
HEALTH, EDUCATION AND WELFARE SECTION

JOB TITLE: Deputy Attorney General Range A-B

GENERAL STATEMENT:

The Health, Education, and Welfare Section (HEW) defends California's laws establishing policy in the areas of health care, public education, and welfare. HEW represents more than 30 state agencies responsible for administering a multitude of health, education, and public-welfare programs. The section handles all phases of federal- and state-court litigation.

Deputy Attorneys General in Range A are qualified to practice law in California and have the ability to perform the routine legal work of the section. Deputy Attorneys General in Range B have the ability to handle the routine legal work of the section as well as the more complex and sensitive legal work in this class. They also are expected to exercise a greater degree of independent judgment. Deputy Attorneys General in both ranges manage an increasingly challenging workload and produce high-quality work product, sometimes under tight deadlines. They also become increasingly effective oral advocates. Deputy Attorneys General represent the section's clients on legal matters, are assigned litigation, and may work on cases that may be appealed to the highest courts.

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

OVERSIGHT EXERCISED: Deputy Attorneys General may direct, monitor, and oversee the work of paralegals.

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.
- 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)

30% Effectively represents clients in all aspects of increasingly challenging civil litigation while meeting all internal and case deadlines; prepares and files pleadings (including briefs, motions, and evidentiary objections) in state and federal trial courts and administrative forums on a timely basis and using proper citation form; efficiently responds to motions for temporary restraining orders and preliminary injunctions; develops evidence presentation and examines and cross-examines witnesses; drafts correspondence; conducts legal research; drafts and responds to written discovery, including e-discovery; conducts and defends depositions; prepares witnesses, including expert witnesses; collaborates with colleagues on team cases; timely advises clients, supervisors, and executive staff regarding case developments; prepares settlement recommendations and assesses policy implications of litigation; timely submits written work product for review by supervisors and clients.

20% Effectively represents clients in increasingly challenging appellate litigation in state and federal courts, sometimes involving extensive factual records; plans and implements appellate strategy; conducts legal research; prepares appellate briefs and related legal documents on a timely basis, using proper citation form, and in accordance with all applicable rules; prepares correspondence and memoranda; participates in moot courts to prepare for oral arguments and serves as judge on moot courts for colleagues; presents oral argument before federal and state appellate courts for hearings; timely apprises and responds to clients, supervisors, and executive staff regarding case developments, settlement offers, the legal and policy implications of appellate litigation, and other matters; timely submits written work product for review by supervisors and clients.

20% Provides increasingly effective advocacy in trials, hearings, administrative proceedings, oral arguments, and other matters.

10% Provides thorough research, analysis, and sound advice to supervisors, public officials, and clients and/or representatives of public agencies on legal and policy issues; drafts and analyzes legislative measures and regulations; responds to Public Records Act requests; handles special projects or legal assignments as assigned by a Supervising Deputy Attorney General or the Senior Assistant Attorney General.

10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; follows the Department of Justice policies, procedures, and guidelines in handling cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive, and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications

of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.

10% Performs various administrative functions including: 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; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to paralegals and interns; participates in the hiring of deputies and paralegals as requested; attends section meetings and assists with the meetings as requested; timely prepares necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of 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, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, 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

DUTY STATEMENT
DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION
HEALTH, EDUCATION AND WELFARE SECTION

JOB TITLE: Deputy Attorney General IV

GENERAL STATEMENT:

The Health, Education, and Welfare Section (HEW) defends California's laws establishing policy in the areas of health care, public education, and welfare. HEW represents more than 30 state agencies responsible for administering a multitude of health, education, and public-welfare programs. The section handles all phases of federal- and state-court litigation.

Deputy Attorneys General IV are well-experienced attorneys with the ability to independently handle the routine legal work of the section, as well as the more difficult, complex, sensitive, and consequential legal work of the section, and to produce favorable results. They successfully manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. They are also capable oral advocates. Deputy Attorneys General IV exercise independent judgment in representing the section's clients on increasingly difficult, complex, sensitive, and consequential legal matters, and may be assigned litigation of similar difficulty, complexity, sensitivity, and consequence, including cases that are likely to be appealed to the highest courts.

SUPERVISION RECEIVED: Deputy Attorneys General IV work under the supervision of a Supervising Deputy Attorney General and the Senior Assistant Attorney General. In a particular matter, the Supervising Deputy Attorney General or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

OVERSIGHT EXERCISED: Deputy Attorneys General IV may direct, monitor, and oversee the work of paralegals, and may act as a lead person over the work of other attorneys.

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.
- 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)

30% Effectively represents clients in all aspects of increasingly difficult, complex, sensitive, and consequential civil litigation, while meeting all internal and case deadlines; prepares and files pleadings (including briefs, motions, and evidentiary objections) in state and federal trial courts and administrative forums on a timely basis and using proper citation form; efficiently responds to motions for temporary restraining orders and preliminary injunctions; develops evidence presentation and examines and cross-examines witnesses; drafts correspondence; conducts legal research; drafts and responds to written discovery, including e-discovery; conducts and defends depositions; prepares witnesses, including expert witnesses; collaborates with colleagues on team cases; timely advises clients, supervisors, and executive staff regarding case developments; prepares settlement recommendations and assesses policy implications of litigation; timely submits written work product for review by supervisors and clients.

20% Effectively represents clients in increasingly difficult, complex, sensitive, and consequential appellate litigation in state and federal courts involving extensive factual records and increasingly complex and consequential legal issues, sometimes of first impression; plans and implements appellate strategy; conducts legal research; prepares appellate briefs and related legal documents on a timely basis, using proper citation form, and in accordance with all applicable rules; prepares correspondence and memoranda; participates in moot courts to prepare for oral arguments and serves as judge on moot courts for colleagues; presents oral argument before federal and state appellate courts for hearings; timely apprises and responds to clients, supervisors, and executive staff regarding case developments, settlement offers, the legal and policy implications of appellate litigation, and other matters; timely submits written work product for review by supervisors and clients.

20% Provides capable advocacy in increasingly difficult, complex, sensitive, and consequential trials, hearings, administrative proceedings, oral arguments, and other matters.

10% Provides thorough research, analysis, and sound advice to supervisors, public officials, and clients and/or representatives of public agencies on increasingly difficult, complex, sensitive, and consequential legal and policy issues; drafts and analyzes legislative measures and regulations; responds to Public Records Act requests; handles special projects or legal assignments as assigned by a Supervising Deputy Attorney General or the Senior Assistant Attorney General.

10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; follows the Department of Justice policies, procedures, and guidelines in handling cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive,

and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.

10% Performs various administrative functions including: 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; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to deputies, paralegals, and interns; participates in the hiring of deputies and paralegals as requested; attends section meetings and assists with the meetings as requested; timely prepares necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of 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, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, 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.

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☐ 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