# **REQUEST FOR PERSONNEL ACTION**

| PERS   | PERSONNEL USE ONLY |  |
|--------|--------------------|--|
| LOG #: | DATE TO TRANS.:    |  |
| 607 #: | DATE COMPLETED:    |  |

| <u>I.</u> | . CURRENT POSITION IDENTIFICATION                       |    | PROPOS       | ED EMPLOYEE ACTION                |                           |  |
|-----------|---|----|--------------|-----------------------------------|---------------------------|--|
| 1.        | . Unit Code/Title                                       |    | Check en     | nployee action requested:         |                           |  |
| 2.        | City/County Position Located:                           |    | Appo         | oint:                             |                           |  |
| 3.        | Class Title   |    | a.           | Name                              |                           |  |
| 4.        | Designated Bilingual Position YES NO                    |    | b.           | Social Security Number:           |                           |  |
| 5.        | Federal Tax Information (FTI)  YES  NO                  |    | С.           | Source of Appointment:            |                           |  |
|           | Background Required                                     |    |              | List Reinstatem                   | ent T&D                   |  |
| 6.        | Fingerprinting Required (Non-FTI) YES NO                |    |              | TAU (Attach application, I        | Form STD 678)             |  |
| 7.        | Conflict of Interest (COI) Form 700 Filer YES NO        |    |              | Transfer from                     |                           |  |
|           | If YES, <u>Designated Position Title</u>                |    |              | Other                             | INIT OR DEPARTMENT        |  |
|           | Position Title  |    | d.           | If special salary requested, ple  | ease indicate:            |  |
|           | Notify COI Division Filing Official                     |    |              | Bilingual Designation             | Remove                    |  |
| 8.        | Funding   |    |              | Alt. Range                        |                           |  |
|           | Budgeted Position Number                                |    |              | HAM (Attach PS 169)               |                           |  |
|           | New BCP Position YES NO If YES, indicate effective date |    |              | Day Differential (appoint)        | REQUESTED SALARY          |  |
|           | Tanura: Darmanant Tamparany                             |    |              | Pay Differential (specify)        |                           |  |
|           | NUMBER OF MONTHS  |    |              | Other                             |                           |  |
|           | Time Base: Full-Time Part-Time FRACTION (1/4, 1/2 DAY)  |    | Recr         | ruitCLASS                         | OR LIST                   |  |
|           | Blanket   |    |              |                                   |                           |  |
| _         | BLANKET NUMBER CONTACT NAME                             |    | T NAME       |                                   |                           |  |
| II.       | PROPOSED POSITION ACTION                                |    |              | ADDRESS                           |                           |  |
| 1.        | Check position action requested:                        |    |              |                                   |                           |  |
|           | No Change   |    |              | CITY                              | ZIP CODE                  |  |
|           | Re-classify to  |    |              |                                   |                           |  |
|           | Permanently Temporarily                                 |    |              | MAIL STATION                      | TELEPHONE NUMBER          |  |
|           | Temporarily   | 2. | If "Appoin   | nt" or "Recruit", complete the fo | ollowing:                 |  |
|           | Transfer to   |    | a.           | Tenure: Permanent                 | TAU                       |  |
|           | Permanently   |    |              | LT                                | RA                        |  |
|           | Temporarily   |    | b.           | Time Base:                        |                           |  |
|           | Bilingual Designation (Attach STD 897)                  |    |              | Full-Time Part-Tir                | ne<br>FRACTION (1/4, 1/2) |  |
|           | Establish Remove  |    |              | Intermittent                      |                           |  |
|           | Fingerprinting Required YES NO                          |    | c.           | Duration of appointment (if no    | OX. HRS. PER MONTH        |  |
|           | COI Form 700 Filer YES NO                               |    |              |                                   | •                         |  |
|           | Other   |    |              | From                              | Го                        |  |
| 2.        | EFFECTIVE DATE OF PROPOSED POSITION ACTION              | 3. | EFFECTIVE DA | ATE OF PROPOSED EMPLOYEE ACTION   |                           |  |
|           | DEMARKS   |    |              |                                   |                           |  |
|           |   |    |              |                                   |                           |  |

## IV. REMARKS

| V. DEPARTMENTAL ROUTING A | DEPARTMENTAL ROUTING AND APPROVALS |      |  |
|---------------------------|------------------------------------|------|--|
|                           |                                    | DATE |  |
| ADMINISTRATIVE            |                                    | DATE |  |
| APPROVALS                 |                                    | DATE |  |
|                           |                                    | DATE |  |
| PERSONNEL APPROVAL        |                                    | DATE |  |

# State of California - Department of Social Services **DUTY STATEMENT**

| EMPLOYEE NAME:   |   |                           |  |  |
|--|---|---------------------------|--|--|
| CLASSIFICATION:  | POSITION NUMBER:  |                           |  |  |
| DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)   | BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)               |                           |  |  |
| SUPERVISOR'S NAME:   | SUPERVISOR'S CLASS:   |                           |  |  |
| SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT A   | .PPLY):   |                           |  |  |
| <ul> <li>□ Designated under Conflict of Interest Code.</li> <li>□ Duties require participation in the DMV Pull Notice Program.</li> <li>□ Requires repetitive movement of heavy objects.</li> <li>□ Performs other duties requiring high physical demand. (Explain None</li> <li>□ Other (Explain below)</li> </ul>  | ain below)  |                           |  |  |
| I certify that this duty statement represents an accurate description of the essential functions of this position.  SUPERVISOR'S SIGNATURE  DATE   | I have read this duty statement and agreduties I am assigned. | ee that it represents the |  |  |
|  |   |                           |  |  |
| SUPERVISION EXERCISED (Check one):  None  Supervisor   | Lead Person   | Team Leader               |  |  |
| FOR SUPERVISORY POSITIONS ONLY: Indicate the number of   | positions by classification that this position E              | DIRECTLY supervises.      |  |  |
| Total number of positions for which this position is responsible:  |   |                           |  |  |
| FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the indica | number of positions by classification that this               | position LEADS.           |  |  |

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| CONCEPT OF POSITION:                     |  |  |
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| A. <u>RESPONSIBILITIES OF POSITION</u> : |  |  |
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| В. | SUPERVISION RECEIVED:          |
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|    |                                |
| _  | ADMINISTRATIVE DESCRIPTIVE     |
| C. | ADMINISTRATIVE RESPONSIBILITY: |
|    |                                |
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| D. | PERSONAL CONTACTS:             |
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|    |                                |
| _  | ACTIONS AND CONSEQUENCES.      |
| ⊏. | ACTIONS AND CONSEQUENCES:      |
|    |                                |
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|    |                                |
|    |                                |
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| F. | OTHER INFORMATION:             |
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|    |                                |

### COMMUNITY CARE LICENSING ENFORCEMENT BRANCH June 2024

CURRENT

TORENE L.M. SCHWAB, Chief Counsel 300-1570-001

DATE

Andrea Voelker 310-5871-003 Assistant Chief Counsel (Monterey Park I)

Julie Kurian 310-5871-010 Assistant Chief Counsel (Monterey Park II)

Danielle Shofner\*\*

310-4800-910 (B)

SSM I (Specialist)

Shivonne Theresia 310-5871-009 Assistant Chief Counsel (Riverside)

**Deputy Director/Chief Counsel** 

**SEAN AVALOS** 

310-7500-003

Sr. Assistant Chief Counsel

(CEA - B)

Assistant Chief Counsel (Sacramento)

VACANT\* (Shofner)

310-4800-912 (12) (B)

SSM I (Specialist)

Lisa Murillo

310-5871-002

Kevin Mora 310-5871-006 Assistant Chief Counsel

(Oakland)

1.0 Attorney IV 5780-006 Toni Estavile

<u>1.0 Attorney Supervisor</u> 5749-001 Diane Flores

6.0 Attorney IIIs 5795-021 Calvin Yang 5795-030 Debbie Page 5795-042 Tiffany Wampler 5795-057 Yvonne Massias-Joby 5795-110 William Kellogg

5795-110 William Kellogg 5795-143 **VACANT** (Estaville) A. Benter starts 6/3

3.0 Attorneys 5778-003 Susan Taylor 5778-007 VACANT (Kellogg) (C. Paek starts 6/25) 5778-023 VACANT (Horwitz) (R. Daniel starts 6/25)

3.0 Senior Legal Analysts 5333-002 Charmaine Bradley 5333-025 Mary Chan 5333-030 Jessica Munoz

1.0 Legal Analyst5237-748 Kathleen Klubnikin

1.0 Legal Assistant 1820-756 Briana Caldwell (LOA) 2.0 Attorney IVs

5780-XXX **VACANT** (R) (from 5778-400) (5) (J. Alfaro)

5780-**910 VACANT** (J. Alfaro starts 7/1)

1.0 Attorney Supervisor 5749-002 Leslie Razo

7.0 Attorney IIIs 5795-026 Samuel Lui 5795-106 Rhandy Cordova 5795-126 Yvonne Marialaki 5795-133 Sharon Paik (LOA) 5795-147 Catherine Takayama 5795-401 VACANT (Alfaro) (R)

5795-071 VACANT (Wolff) (R)

2.0 Attorneys 5778-047 Kennedy Willis 5778-116 Irene Padilla

4.0 Senior Legal Analysts 5333-009 Frances Babauta 5333-026 Jacklyn Enriquez (BL) 5333-028 Abigail Nicometo 5333-029 Haiarpi Petrosyan

1.0 Legal Analyst 5237-754 Vanessa Gonzales 1.0 Attorney IV 5780-016 **VACANT** (Smith) (R)

<u>1.0 Attorney Supervisor</u> 5749-006 Laura Smith

7.0 Attorney IIIs 5795-024 Anne Sim (LOA) 5795-037 Jeanie Min 5795-089 Hector Leija 5795-096 Sarah Brubaker 5795-099 Pamela Lacey 5795-156 Luke Wooley (R) 5795-402 Melissa Banda (5)

4.0 Attorneys 5778-002 Amy Vuong-Tumu 5778-012 Joshua Parker 5778-140 Raul Galan 5778-013 VACANT (Min) (T. Bates starts 6/7)

4.0 Senior Legal Analysts 5333-007 Melissa Jaquez 5333-032 Wilshonda Washington 5333-400 Alda Vailu'u (5) 5333-402 Edward Turner (5)

1.0 Legal Analyst 5237-700 Adriana Gualito

1.0 Legal Assistant 1820-758 Vanessa Grancich 1.0 Attorney IV 5780-**910 VACANT** (B) (Erik Brunkal starts 7/2)

1.0 Attorney Supervisor 5749-400 VACANT (Shu) (5) (E. Jauregui starts 7/2)

10.0 Attorney IIIs 5795-004 Jomar West (R) (Tent. B. Merritt) 5795-018 Marcus Worthington 5795-068 Eva Jauregui (R) (N. Egan starts 7/2) 5795-078 Monica B. Rico 5795-130 Jennifer Kelly 5795-131 Francesca Gianuario 5795-148 Alyssa Carroll 5795-149 Erik Brunkal (R) 5795-153 Regina Quaynor 5795-011 VACANT (Zadeh) (D. Brown starts 6/17)

3.0.Attorneys 5778-091 Justin Denton 5778-011 VACANT (West) (Tent. S. Adkins) 5778-044 VACANT (Neu) (A. Bentley starts 6/10)

6.0 Senior Legal Analysts 5333-005 Lee Anne Ridgley 5333-006 Stephanie Nunez (BL) 5333-012 Hannah Herman 5333-013 Wendy Corona 5333-018 Hermida Diaz 5333-027 Todd McClelland

2.0 Legal Analysts 5237-745 Karla Gable 5237-750 **VACANT** (Diaz) (F. Guerrero Garcia starts 6/14) 1.0 Attorney IV 5780-017 Lisa Wiggins

**1.0 Attorney Supervisor** 5749-004 Kathleen Musich

5.0 Attorney IIIs 5795-029 Angelica Dias 5795-056 Eden Lim 5795-150 Adrienne Elenteny 5795-404 Debra Minnigerode (5) 5795-002 VACANT (Musich) (R)

4.0 Attorneys 5778-006 Shariff Osman 5778-052 Juliana Guevara 5778-108 Linnea Eccleston-Banwer 5778-098 VACANT (O. Dombrovskava starts 6/10)

3.0 Senior Legal Analysts 5333-001 Gerri Jackson 5333-008 Lynn Jones 5333-401 Oyin Milon (5)

2.0 Legal Analysts 5237-711 Eva Rafol 5237-736 Sylvia Valentine

#### \* Blanket Position to Remain Vacant

(R) Recruiting

<sup>\*\*</sup> Out of Class Assignment

<sup>(5)</sup> Block Grant - Annual Inspections BCP FY 19/20

<sup>(</sup>B) Blanket Position (BL) Bilingual

# LEGAL DIVISION ADVERTISEMENT MONTEREY PARK ENFORCEMENT BRANCH

POSITION # 310-5795-401 CLASSIFICATION Attorney III

WORKING TITLE Enforcement Attorney

NUMBER OF POSITIONS 1 TIME BASE FT

TENURE Permanent
CONTACT PERSON Sonia Singh
DIVISION Legal Division

CONTACT UNIT Administrative Legal Services Branch

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Kim Yarbrough, Sonia Singh

#### DEPARTMENT INFORMATION

The California Department of Social Services' Mission is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. CDSS values diversity at all levels of the organization and is committed to fostering an environment in which employees and partners from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and our partners bring their unique ideas and perspectives that inspire innovative solutions to further our mission. Embark on a career path filled with purpose and fulfillment surrounded by a team of dedicated legal professionals in a collaborative, dynamic environment.

### JOB DESCRIPTION AND DUTIES

The California Department of Social Services (CDSS) Legal Division is recruiting to fill one permanent full-time Attorney III position in its Community Care Licensing (CCL) Enforcement Branch.

The office location for this position is in Monterey Park.

Except when required to report to the office, this position allows for telework at an alternative work location. An alternative work location would be the employee's residence. For travel purposes, reimbursement would be based on the office location.

As one of the most experienced attorneys, the Attorney III is an expert in the most complex and sensitive legal work related to laws, regulations, and policies pertaining to Programs administered by the Department. This includes providing advice to the Community Care Licensing Division and applicable county clients, and regularly appearing before administrative tribunals throughout the state representing the interests of those receiving care or residing in community care facilities or children's residential program such as resource family homes, short-term residential therapeutic programs, child care centers, family child care homes, residential facilities for the elderly and adult residential facilities. The Attorney III serves a critical role in enforcing the statutes and regulations of the Licensing Division and prosecuting cases that jeopardize the health and safety of children, the elderly and dependent adults in licensed or approved facilities.

The Attorney III develops evidence, strategies and tactics to litigate a wide range of cases that may involve license revocations, license application denials, and employee and licensee exclusion actions. The Attorney III works with licensing clients, witnesses and victims, medical staff, qualified experts, investigators, criminal prosecutors, law enforcement personnel, and others to effectively prosecute complex and sophisticated cases including child maltreatment and elder abuse. As such, Attorney III must possess expertise in the application of evidentiary rules, hearsay exception statutes, and other trial-related theory. Attorney III must also be adept at facilitating settlements and negotiating stipulations where appropriate. The Legal Division's offices provide a dynamic and collegial environment in which its attorneys enjoy the satisfaction of public service and the rewards of conducting important work. Its attorneys should be self-motivated, possess strong interpersonal communication skills and demonstrate excellent analytical abilities. Travel may be required for hearings and to meet with clients and/or witnesses as needed.

## **SPECIAL REQUIREMENTS**

Interested applicants MUST submit the following application materials:

In addition to the STD. 678 job application, applicants must also attach a SUMMARY OF QUALIFICATIONS (SOQ). The SOQ is a narrative discussion of how the applicant's education, training, experience, and skills meet the job description and duty statement for the position and shall not exceed two pages (12-point type). The SOQ will also serve as documentation of your ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. Application packages received without an SOQ will not be considered. A resume and cover letter are encouraged, but are not required, and will not take the place of the SOQ.