

REQUEST FOR PERSONNEL ACTION

PERSONNEL USE ONLY		MCR: _____
LOG #: _____	DATE TO TRANS.: _____	
607 #: _____	DATE COMPLETED: _____	

I. CURRENT POSITION IDENTIFICATION

1. Unit Code/Title _____

2. City/County Position Located: _____

3. Class Title _____

4. Designated Bilingual Position YES NO

5. Federal Tax Information (FTI) YES NO

Background Required

6. Fingerprinting Required (Non-FTI) YES NO

7. Conflict of Interest (COI) Form 700 Filer YES NO

If YES, [Designated Position Title](#)

Position Title _____

Notify [COI Division Filing Official](#)

8. Funding

Budgeted Position Number _____

New BCP Position YES NO

If YES, indicate effective date _____

Tenure: Permanent Temporary _____
NUMBER OF MONTHS

Time Base: Full-Time Part-Time _____
FRACTION (1/4, 1/2 DAY)

Blanket _____
BLANKET NUMBER

III. PROPOSED EMPLOYEE ACTION

1. Check employee action requested:

Appoint:

a. Name _____

b. Social Security Number: _____

c. Source of Appointment:

List Reinstatement T & D

TAU (*Attach application, Form STD 678*)

Transfer from _____
UNIT OR DEPARTMENT

Other _____

d. If special salary requested, please indicate:

Bilingual Designation Remove

Alt. Range _____

HAM (*Attach PS 169*) _____
REQUESTED SALARY

Pay Differential (*specify*) _____

Other _____

Recruit _____

CLASS OR LIST

CONTACT NAME

ADDRESS

CITY ZIP CODE

MAIL STATION TELEPHONE NUMBER

2. If "Appoint" or "Recruit", complete the following:

a. Tenure: Permanent TAU

LT RA

b. Time Base:

Full-Time Part-Time _____
FRACTION (1/4, 1/2)

Intermittent _____
APPROX. HRS. PER MONTH

c. Duration of appointment (if not permanent):

From _____ To _____
DATE DATE

II. PROPOSED POSITION ACTION

1. Check position action requested:

No Change

Re-classify to _____

CLASS

Permanently

Temporarily _____
THROUGH

Transfer to _____

UNIT TITLE/CITY

Permanently

Temporarily _____
THROUGH

Bilingual Designation (*Attach STD 897*)

Establish Remove

Fingerprinting Required YES NO

COI Form 700 Filer YES NO

Other _____

2. EFFECTIVE DATE OF PROPOSED POSITION ACTION

3. EFFECTIVE DATE OF PROPOSED EMPLOYEE ACTION

IV. REMARKS

V. DEPARTMENTAL ROUTING AND APPROVALS

ADMINISTRATIVE APPROVALS		DATE
		DATE
		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 APPLY):*

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION:

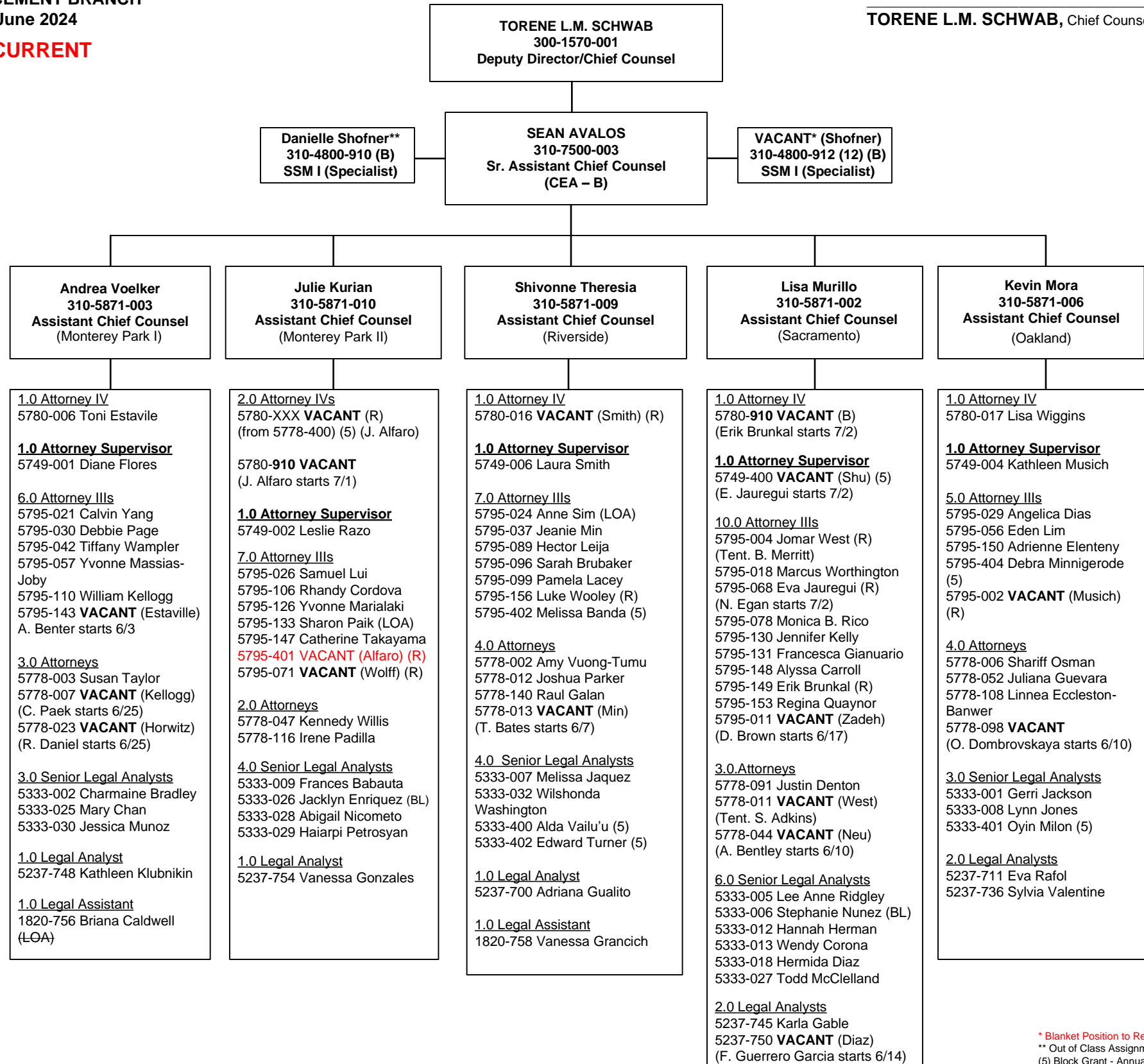
COMMUNITY CARE LICENSING
ENFORCEMENT BRANCH

June 2024

CURRENT

TORENE L.M. SCHWAB, Chief Counsel

DATE



* Blanket Position to Remain Vacant
** Out of Class Assignment
(5) Block Grant - Annual Inspections BCP FY 19/20
(B) Blanket Position
(BL) Bilingual
(R) Recruiting

**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
ADDRESS	744 P Street, M.S. 8-7-161
CITY, STATE, ZIP	Sacramento, CA 95814
PHONE	(916) 956-8674
DEPARTMENT LINK	www.cdss.ca.gov
ADVERTISING PERIOD	10 Days
RELEASE APPS TO	Julie Kurian, Andrea Voelker, Kerith Starkes, 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.