

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CIVIL LAW DIVISION
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-101-7500-xxx

JOB TITLE: Chief Assistant Attorney General, Civil Law Division

CLASSIFICATION: Career Executive Assignment (CEA), Level C

CBID: M01

STATEMENT OF DUTIES: The Chief Assistant Attorney General (CAAG) plans, organizes, and directs the staff and work of the Civil Law Division statewide and performs other related duties. The CAAG is responsible for directing and coordinating the legal work of multiple legal sections located in multiple cities throughout California, including litigation in nine areas of law, including of Government Law; Employment Law; Health Quality Enforcement; Health, Education, and Welfare; Tort and Condemnation; Business Litigation; Licensing; Correctional Law; and Cannabis Control.

SUPERVISION RECEIVED: Under the direction of the Chief Deputy Attorney General.

SUPERVISION EXERCISED: Responsible for the performance of the Civil Law Division employees statewide. Directly oversees nine section Senior Assistant Attorneys General (CEA, Level B), one Executive Unit Staff Services Manager II.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer up to six to eight hours a day. Ability to lift up to twenty-five pounds. Travel to legal offices statewide will be required.

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

ESSENTIAL FUNCTIONS:

- 30% Directs and coordinates the legal work, including high-profile litigation, in nine legal areas of law relating to Government Law; Employment Law; Health Quality Enforcement; Health, Education and Welfare; Tort and Condemnation; Business Litigation; Licensing; Correctional Law; and Cannabis Control.
- 25% Assists and advises the Attorney General and Chief Deputy Attorney General on the development and implementation of policies related to civil law, including in high-profile legal areas impacting California.

- 25% Manages the administrative functions of the division, including personnel and budget issues. Supervises the preparation of the division's annual budget, assisting in budget presentation before the Legislature, and managing the division budget. Assigns personnel and fiscal resources of the division through subordinate staff and trains and evaluates the performance of personnel and takes or recommends appropriate action.
- 15% Participates in executive staff meetings to discuss and resolve statewide issues relating to the Office of the Attorney General and the Civil Law Division and directs informational activities within the division such as preparation of status reports, office manuals, and staff meetings.
- 5% May act on behalf of the Attorney General, as assigned, in meetings with legislators, department heads, court officials, and local officials, and is responsible for maintaining good relations with the public, press, and various civic organizations.

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