

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
POLICE PRACTICES SECTION
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-470-7500-xxx

JOB TITLE: Senior Assistant Attorney General – CEA, Level B

CLASSIFICATION: Career Executive Assignment (CEA)

CBID: M01

STATEMENT OF DUTIES: Under the administrative direction of the Chief Deputy Attorney General, and the administrative and legal direction of the Chief Assistant Attorney General, Public Rights Division, the Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the statewide Police Practices Section (Section) staff. The SAAG is responsible for overseeing and managing the Section’s wide variety of investigations and reviews of law enforcement agencies (LEAs). Under the California Constitution and California Civil Code section 52.3, the Section is authorized to conduct civil investigations into whether a LEA has engaged in a pattern or practice of violating state or federal law. The Section is also charged through California Assembly Bill 1506, as enacted in California Government Code section 12525.3(c)(1), to conduct police shooting reviews and reviews of LEA’s use of force polices.

The SAAG develops policies and procedures with regard to the Section, represents the state, the Attorney General, and state agencies before the courts, and advises the Attorney General, Governor, and other State Agencies and LEAs on sensitive police practice policies and legal issues. The SAAG is a proactive manager of the Section, which includes providing guidance and leadership to the Section’s management team made up of Supervising Deputy Attorneys General. The SAAG is responsible for ensuring that the Section is providing effective, efficient, and high-quality legal work. The SAAG is also responsible for managing the section’s budget, forecasting workload, preparation of Budget Change Proposals, and responding, evaluating, and testifying to legislation that affects their practice. The SAAG works cooperatively with others in the office, and with other law enforcement agencies, to carry out the mission of the Department of Justice.

SUPERVISION RECEIVED: Under the administrative and legal direction of the Chief Assistant Attorney General, Public Rights Division. May receive administrative and legal direction from the Chief Deputy Attorney General and the Attorney General.

SUPERVISION EXERCISED: Provides supervision to Supervising Deputy Attorneys General, Deputy Attorneys General, paralegals, and other staff working in the Section statewide.

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 may be required to travel to

other DOJ offices, out-of-town or out-of-state hearings, court locations, or federal or state agencies, which require overnight travel. Ability to lift up to 25 lbs. may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed windowed office in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 25% Provides functional and strategic supervision to a staff of Supervising Deputy Attorneys General, Deputy Attorneys General, paralegals and other staff in multiple locations statewide, handling civil investigations of police practices, including general representation of the public interest, and state agencies in the Attorney General's law enforcement capacity.
- 25% Serves as a technical expert and primary legal advisor to the Attorney General with regard to the position's assigned responsibility over the Section. Consults with the Chief Deputy Attorney General or the Chief Assistant Attorney General in the development and formulation of legal, investigation, and litigation policy and program objectives, police practices reform initiatives, personnel management, and employee utilization.
- 15% Coordinates the work of the Section with regard to issues crossing unit or divisional lines with that of the other sections in the same or other divisions as appropriate. Monitors electronic case management of section staff to provide statistical support for workload accountability and timeliness.
- 15% Performs administrative supervisory responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, probation reports, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the section, developing plans for recruitment of new staff, and any other necessary managerial tasks. This includes oversight of the section's budget, strategic planning, preparation of BCPs, workload forecasting, and responding to, evaluating, and testifying about legislation.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the Section. Plans the distribution of work and reviews attorney work product to ensure consistent application of departmental policies and procedures.
- 10% Coordinates the work of the Section with that of local jurisdictions, law enforcement agencies, and other state and federal organizations as appropriate.

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 Name	Date
Senior Assistant Attorney General	
Public Rights Division, Police Practices	
Section	

Supervisor Name	Date
Chief Assistant Attorney General	
Public Rights Division	