

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name	Classification Name	Position Number	
	Assistant Chief Counsel	326-410-5871-001	
Division/Unit	Date	Prior Incumbent	Prior Pos # (if applicable)
Legal Division/Elk Grove			

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Chief Counsel, the Assistant Chief Counsel supervises the work of attorneys in the headquarters office and carries a caseload of the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty. Duties of the Assistant Chief Counsel include, but are not limited to:

Description of Essential Functions:

- 30% Assist the Chief Counsel in planning, organizing, supervising, and directing the work of attorneys and other members of the Legal Division. Review and edit the written work product of Department attorneys. Evaluate the performance of staff and take or recommend appropriate action. Interview and select or actively participate in the interview and selection process for staff.
- 25% Develop strategy and tactics in mediation, litigation, and legal research related to the enforcement of the Fair Employment and Housing Act and related laws, as well as in defending the Department in litigation or threatened litigation relating to personnel issues and other matters that arise. Assist the Chief Counsel in responding to requests and other administrative matters from the Business, Consumer Services, and Housing Agency, DFEH Executive Staff, the United States Equal Employment Opportunity Commission and the United States Department of Housing and Urban Development. Provide training and outreach.
- 25% Handle the most difficult and complex cases, including mediation and litigation assignments. Represent the department in mediation in the state and federal trial court. Responsible for case analysis, case valuation, preparation of conciliatory and adversarial briefs, conducting and defending civil discovery, and proactive law and motion practice. Conduct legal and fact analyses and research of statutory and case law, prepare legal memoranda, draft opinions, and prepare drafts of difficult legal correspondence.
- 20% Participate in case grading with investigators, helping to identify issues and analyze cases. Maintain liaison with, and take direction from, the Chief Counsel in order to assure that the Department's mission to protect the public from discrimination is properly handled through the legal system; defend the Department and litigate cases in the State Personnel Board hearings and court trials relating to personnel actions.

Desirable Qualifications

- Exceptional leadership skills
- Knowledge of and experience with civil rights laws
- Knowledge of and experience with the development and implementation of policies and procedures
- Ability to manage conflict and sensitive issues
- Ability to use sound judgment
- Ability to speak a second language (bilingual) or American Sign Language preferred

Knowledge and Abilities

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of law and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's equal employment program objectives; a manager's role in the equal employment program and the processes available to meet equal employment objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's equal employment objectives.

Supervision Received:

The Assistant Chief Counsel receives general supervision from the Chief Counsel and may receive direction from the Director and Chief Deputy Director.

Supervision Exercised:

The Assistant Chief Counsel will supervise FEH Counsel and Senior FEH Counsel.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies and procedures of the Department, including directives from departmental management personnel.

Personal Contacts:

The Assistant Chief Counsel has daily contact with the Chief Counsel, Department attorneys, other members of the Legal Division, Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Signature of Incumbent

Date

Supervisor's Signature

Date