

Office of the State Public Defender
Indigent Defense Improvement Division
 Position Duty Statement
 HR-5743 (08/2021)

Classification	Department
Supervising Deputy State Public Defender	Office of the State Public Defender (OSPD)
Working Title	Office/Unit/Section/Geographic Location
Supervising Attorney	Indigent Defense Improvement Division <i>Special Programs/Technical Assistance</i> (Sacramento/Oakland)
Position Number	Name and Effective Date

Under the general direction of the Executive Director of the Indigent Defense Improvement Division (IDID), the Supervising Attorney independently performs a wide variety of administrative and support functions that enables the Office of the State Public Defender (OSPD) to carry out the mission of creating, supporting and evaluating direct services programs to improve the provision of indigent services in California. Duties include but are not limited to:

Specific Tasks [Essential (E) / Marginal (M) Functions]

45% (E): Develops and oversees unit programs, including but not limited to monitoring, compiling and analyzing information about the delivery of indigent defense services across the State; identifying and increasing knowledge and use of best practices; raising awareness of new, emerging, and innovative approaches; helping county offices identify and address operational and programmatic needs; developing resources that can improve access to Sixth Amendment rights; and consulting with county and state stakeholders. Collaborates with the Supervising Attorney of the Training Programs Unit and recommends and implements improvements in the overall quality of criminal justice system and coordination of functions and responsibilities with criminal justice agencies and organizations. Provides advice, expertise, and assistance to private counsel, public defenders, or members of criminal justice organizations on a variety of complex and sensitive issues, including issues related to the improvement of the overall quality of the criminal justice system and the coordination of functions and responsibilities with criminal justice agencies and organizations.

30% (E): Supervises the activities of unit attorneys including planning and controlling work activities and evaluating work performance; informing and instructing staff of pertinent legal and administrative procedures, policies and developments; motivating and developing staff; improving work methods and results; implementing and applying policy; encouraging and supporting employee suggestions for work improvements; and, working collaboratively with Human Resources, recruits and hires staff and makes decisions concerning hires, transfers, promotions, merit salary adjustments, disciplinary actions, and various other personnel related matters. Adheres to and contributes to the department's equal employment opportunity policy and objectives. Assists and supports the Executive Director, the State Public Defender, and administrative staff in resolving administrative and legal problems and recommending, formulating, and implementing office policies.

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20% (E) In collaboration with Business Services, OSPD management, executive staff and other entities, develops and oversees administration of contracts relating to IDID Special Programs/Technical Assistance Unit, including but not limited to development of statement of work, review and evaluation of contract bid proposals, and participation in the final-decision makings process regarding contract awards; and, performs other administrative work on behalf of the Executive Director and the State Public Defender to support unit programs, projects and policies.

5% (M): Other related duties and tasks as assigned.

Supervision Received

The Supervising Attorney reports to the IDID Executive Director and may also receive direct instruction from the State Public Defender.

Supervision Exercised

The Supervising Attorney supervises a group of line attorneys in the IDID Special Programs/Technical Assistance Unit.

Personal Contacts

Continuous contact with OSPD attorneys, management staff and other OSPD employees, and regular contact with stakeholders at the county and state level and various government agencies in California and nationwide.

Actions and Consequences

The Supervising Attorney performs high-level attorney tasks and supervises the work of unit staff. Failure to adequately perform these tasks could jeopardize and negatively reflect on the reputation of OSPD and its mission to improve indigent services in California.

Functional Requirements

Presently and for the foreseeable future, due to COVID restrictions, full time teleworking is permitted consistent with State policy. When in the office, works most of the time sitting under fluorescent lighting with sufficient temperature control, and utilizes typical office equipment such as, but not limited to, telecommunications equipment, computers, photocopiers/scanners, and fax machines. Occasional travel and ability to transport small office equipment is required.

Other Knowledge, Skills and Abilities

A demonstrated commitment to criminal justice, the Sixth Amendment, racial equity, and the belief that everyone deserves zealous representation.

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Knowledge of the indigent defense system in California, including the various type of service delivery methods.

Experience with creation and/or implementation of performance standards, policy development, and service delivery evaluations and assessments. Work specific to Public Defense systems preferred.

Experience working collaboratively, and communicating effectively, with multiple stakeholders across the State including, but not limited to, public defender offices and contract panel systems, associations, working groups, community groups, as well as county and state level officials. Experience facilitating high level stakeholder meetings preferred.

Experience working in a team environment; developing and maintaining good working relations with all levels of staff; and maintaining security and confidentiality of privileged information in compliance with applicable laws.

Ability to develop and support pilot projects related to indigent defense services. Some experience with grant processes preferred.

Ability to plan and direct the work of subordinate staff and effectively supervise the work of a group of attorneys and support staff; review and evaluate programs for goals, implementation, and efficacy; initiate and review personnel matters; and effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment.

Ability to collect, incorporate and analyze data, as well as conduct qualitative research and evaluations, and present clearly to internal and external audiences. Experience creating data reports for multiple audiences preferred.

Ability to be flexible, creative, and self-driven while working with the Executive Director of IDID and the State Public Defender to build out the staffing, workload and implementation of IDID's mission.

Knowledge of computer programs such as Microsoft Office, Outlook, Excel, and Adobe and ability to use such programs in an efficient and effective manner.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Employee Signature & Date

Printed Name

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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature & Date

Printed Name