

**ASSISTANT ATTORNEY GENERAL - MANAGEMENT
PUBLIC PROTECTION UNIT DIRECTOR**

POSITION SUMMARY

Under the general direction of the Deputy Division Administrator, this position functions as the Unit Director for the Public Protection Unit (PPU) in the Division of Legal Services, and is responsible for the budgetary administration, program coordination and related management functions and has the authority to formulate, determine and implement management policies. The position provides oversight and direction to the Assistant Attorney General Supervisor, multiple Assistant Attorneys General and legal support staff in the unit. This position determines the direction of the unit and directs the oversight of a variety of legal services, through counsel and representation, to the Legislature, Governor, state agencies, corporation counsel and district attorney and enforces the statutes under the Attorney General's jurisdiction.

TIME% GOALS AND WORKER ACTIVITIES

20% A. Management and direction of daily operations for the work unit including budget, services, etc.

- A1. Direct the administration of the units operating budget and in consultation with the Deputy Division Administrator oversee the allocation of the division's resources between existing work unit needs and future department initiatives.
- A2. Review, analyze, recommend, and implement division policy and procedures. Make division-wide policy/procedural decisions as required and report results as necessary to the Administrator and Attorney General.
- A3. Provide mentoring and oversight of staff to ensure their deliverables promote quality services that are fair, defensible and transparent by reviewing staff outcomes and providing direction and feedback as needed.
- A4. Develop work unit goals/objectives and establish annual operating plan/work priorities providing management oversight and technical assistance to staff in the execution of program goals, operating plans and objectives.
- A5. Represent the division and act as liaison with other Department of Justice staff, and respond to questions from the Attorney General, Deputy Attorney General, Senior Counsel, and Executive staff.
- A6. Represent the division and maintain cooperative working relationships with other state, federal, and local agencies and/or DOJ business partners etc., and respond to inquiries concerning division programs, legal questions, etc.

20% B. Provision of strategic policy analysis and direction in the development and implementation of PPU policy and procedures.

- B1. Participate as a member of the Division's leadership team in administrative, strategic planning, tactical outcomes and action.
- B2. Initiate policy improvement suggestions to minimize administrative burden and risk while increasing efficiency.

- B3. Working with the Division's leadership team, develop, modify and/or implement PPU policies and procedures.
- B4. Lead and serve on DOJ workgroups to create and refine recommendations for policy and program initiative development to enforce any change management plans.
- B5. Act as official departmental representative in relevant high level discussions and meetings with federal, state and local governments, DOJ partners (business & industry representative) and other stakeholders where appropriate. Explain and justify department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.

25% C. Supervision of subordinate staff to ensure efficiency and quality of work and compliance with the state merit system requirements and department and divisional policies.

- C1. Direct activities of staff by assigning and reviewing work assignments and staff work schedules ensuring coverage for the office.
- C2. Develop employee objectives, develop and revised position descriptions, conduct performance evaluations, counsel and guide staff.
- C3. Counsel staff members regarding improvement of work habits and job performance, take appropriate disciplinary action, acknowledge or provide formal recognition for good performance and act as the first step in the grievances.
- C4. Recommend personnel actions (e.g. hiring, reclassification, promotion, discharge) as needed to ensure appropriate and effective allocation of staff resources.
- C5. Perform orientation and training to staff. Develop and initiative cross training opportunities to effectively meet the operational needs of the unit.
- C6. Develop and administer unit policies. Practices and procedures to ensure efficient use of resources and high performance of subordinates.
- C7. Communicate with all staff to ensure that employees are informed of internal objectives, activities and plans and encourage input from all employees regarding these policies and procedures.
- C8. Actively contribute to efforts to attract, employ and advance affirmative action target group employees. Provide information on affirmative action and equal employee opportunities policies and procedures to staff. Coordinate these efforts with the Human Resource Bureau.

25% D. Provision of legal counsel in the functional area of public protection to client agencies, the Governor, the Legislature, corporation counsel and district attorneys in administrative and judicial proceedings.

- D1. Maintain a current and in-depth understanding of open government law and serve as the state expert on these types of issues.
- D2. Conduct legal research.
- D3. Prepare legal pleadings, briefs and other related court papers.

- D4. Prepare or assist in the preparation, trial and oral argument of cases, submission of evidence and examination of witnesses in state and federal courts and before administrative agencies.
- D5. Provide advice and/or counsel to agency staff, clients on the interpretation of laws, rules and practices regarding the public protection statutes including any emerging trends impacting the state of Wisconsin.
- D6. Initiate or respond to discovery, including the taking of depositions, interrogatories and requests for admissions.
- D7. Exercise judgment in planning litigation strategy, counseling, advising and recommending goals and courses of litigation action to clients.
- D8. Justify and/or recommend the taking of cases, preparing briefs and conducting oral argument when necessary.
- D9. Respond to inquiries from the press, public and Legislature regarding individual cases.

10% E. Enforcement of the statutes under the Attorney General's jurisdiction and provision of assistance to the Attorney General in the performance of his constitutional duties.

- E1. Conduct legal research.
- E2. Draft opinions and analyze, evaluate and comment on opinions drafted by other assistant attorney generals.
- E3. Appraise and analyze, evaluate and comment on opinions drafted by other assistant attorneys general.
- E4. Compromise, stipulate or otherwise settle legal matters with opposing counsel and parties prior to entering into administrative or judicial proceedings.
- E5. Represent the Attorney General on assigned committees or councils.
- E6. Provide the general public with information relating to state laws and rules.
- E7. Analyze proposed legislative bills and interpret their impact on the clients.
- E8. Appear before the Legislature and its committees for testimony and advice pertaining to proposed legislation.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles and techniques for provision of legal advice and consultation services to agency program staff, executive staff and governing bodies.
2. Knowledge of principles and techniques of litigation, including affirmative presentation of case, defense representation, intervention, negotiations, and those discovery techniques and evidentiary rules applicable to administrative proceedings.
3. Knowledge of governmental law including administrative law, state ethics law and rules.
4. Knowledge of administrative, managerial and supervisory principles and techniques, including budget and personnel.
5. Strong oral and written communication skills, including skills in legal research and persuasive argument in briefing.
6. Highly developed leadership and managerial skills.
7. Ability to analyze, interpret, and explain complex laws, rules, policies and procedures.
8. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
9. Ability to interact positively with a variety of persons at different levels within and outside the organization.

Special Requirement: Must be licensed to practice law and be a member in good standing with the Wisconsin State Bar upon appointment.