

## **DEPUTY DIRECTOR-HCRC**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of Habeas Corpus Resource Center (HCRC) case teams and case related working groups; formulates agency-wide policies, goals, and directives; fosters cooperative working relationships among HCRC staff and with intergovernmental, legislative and judicial agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Director. Exercises direct and general supervision over attorneys and legal support staff through lower-level supervisors.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for assisting the Executive Director in delivering the mission of the HCRC. Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations. Positions operate in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as agency-wide and/or Judicial Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information. Positions often deal with public officials; members of boards, councils, and commissions; legislators; regulatory agencies; and the community to provide policy direction, explain HCRC's mandate and objectives, and/or negotiate solutions to difficult problems.

### **EXAMPLES OF DUTIES** *(illustrative only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for HCRC case teams by developing and directing strategic direction and implementation of goals, objectives, policies, procedures, and work standards.
- Selects, trains, motivates, and directs staff through lower-level supervisors; evaluates and reviews work for acceptability and conformance with team standards; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the assigned areas of responsibility by developing, reviewing, and implementing policies and procedures to meet legal requirements and HCRC's needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change; prepares various staff reports on operations and activities.
- Represents death row inmates at evidentiary hearings, including motions and any pre- and post-trial briefings; corresponds, consults, and builds rapport with clients; presents opening and closing arguments.
- Manages field investigations, document collection and coding, and legal research in support of assigned cases; approves investigation plans; reviews and approves witness declarations.
- Manages the drafting, reviewing, and editing of habeas corpus petitions, briefs, claims, status reports, transcripts, and other legal correspondence and documents on behalf of death row inmates.
- Manages and participates in researching, identifying, selecting, consulting with, and administering contracts for experts in specific subject matter areas pertinent to the case; researches and organizes information for expert review; prepares questions; reviews and approves declarations; serves as witness or expert.
- Plans, prepares materials for, and presents internal and external trainings to attorneys, paralegals, and investigators on various aspects of representation of death row inmates in habeas corpus proceedings.
- Manages the research, analysis, preparation, and organization of legal memoranda, issue papers, legal opinions, policy memoranda, and related documents.
- Provides advice and assistance to private appointed counsel representing capital appellants in post-conviction proceedings.
- Leads and participates in external work groups as a technical expert to gather information for policy and decision making and to advance and represent the priorities and interests of HCRC.
- Represents HCRC in local, state, and national meetings and serves as a liaison with government agencies, elected officials, outside agencies, and the public.
- Stays abreast of new trends and innovations in the field of criminal law; monitors changes in laws that may affect the assigned cases; implements policy and procedural changes after approval.
- May act as Executive Director in his or her absence.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various HCRC and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to

lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

- May be required to travel and work on evenings and weekends.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting and program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- State and federal habeas corpus practices and procedures.
- Substantive and procedural legal principles of criminal and constitutional law and their applications.
- California statutory and case law and provisions of the United States and California Constitutions.
- California Rules of Court, including legislative process, drafting statutes and constitutional provisions governing the organization, duties, powers, procedures, and management, and the conduct of trial and appellate courts.
- Rules of evidence and conduct of proceedings in California and federal courts.
- Criminal defense trial and case law.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and HCRC policies and procedures relevant to assigned area of responsibility.
- Record keeping and filing systems and methods.
- Principles and practices of legal research, data collection, and report preparation.
- Business and legal correspondence writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for effectively representing HCRC in contacts with governmental agencies and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with clients, judges, attorneys, court staff, the public, contractors, and HCRC staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned areas of responsibility.
- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Effectively represent HCRC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Manage legal research, apply legal principles and precedents to particular sets of facts, and draft legal pleadings independently.
- Present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Litigate legal and evidentiary issues including presentation of witnesses at evidentiary hearings.
- Independently present oral arguments in court on motions and appeals and in evidentiary hearings.
- Manage, prepare, review, and present legal correspondence, reports, and other documents and communications in a clear and concise manner.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and HCRC policies and procedures relevant to assigned area of responsibility.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to possession of a Juris Doctorate degree from an accredited school of law and ten (10) years of post-bar legal experience in criminal defense including eight (8) years in capital defense or four (4) years as a Supervising Habeas Corpus Counsel with HCRC. Employees must also meet

the qualifications (or alternative qualifications) for appointment as habeas corpus counsel in death penalty proceedings as specified by California Court Rule 8.652.

\* After passing the State Bar, work experience as a law clerk in a federal judicial clerkship prior to formal State Bar admission may be considered qualifying experience.

**Licenses and Certificates:**

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.
- Admission to the State Bar of California.