POSITION ANNOUNCEMENT

SUPERVISING ATTORNEY

WORKERS’ COMPENSATION DIVISION

CIVIL LITIGATION BRANCH

OPENING: Supervising Attorney of the Workers’ Compensation Division in the Civil Litigation Branch.

DIVISION: The Workers’ Compensation Division is responsible for representing all City departments, with the exception of the proprietary departments, in workers’ compensation claims against the City filed by its current and former employees.

DUTIES AND RESPONSIBILITIES:

The Supervising Attorney will be responsible for the following:

1. Overseeing the Division’s work to assure strong, supportive relations with all of the various City Departments, close cooperation and collaboration with the Personnel Department, consistently high quality work product, efficiency in operations, and flexibility in staffing assignments;

2. Overseeing and providing procedural, substantive and strategic guidance to the Division’s attorneys on workers’ compensation litigation matters;

3. Coordinating with other divisions and departments on employment matters related to workers’ compensation injuries and claims, or any other matters being handled by the Division;

4. Overseeing the training and mentoring of the Division’s attorneys and staff, and providing training as needed and requested by City Departments regarding the reporting and investigating of work related injuries in their work places;

5. Counseling attorneys and staff regarding their performance;

6. Collaborating with other sections of the Office, particularly the Labor Relations Division, to assure consistent, integrated advice and practices;

7. Assisting with establishing office policies and ensuring uniform implementation of the goals, policies and procedures of the Civil Litigation Branch and the Office;
8. Preparing regular written reports and updates on the status of pending matters, progress on the Divisions established goals; and
9. Participating in the Citywide and City Attorney’s Office risk management efforts.

REQUIRED QUALIFICATIONS:

1. Ten (10) years of legal practice, with at least five (5) years in workers’ compensation litigation, including meaningful trial and appellate experience before the Workers’ Compensation Appeals Board.
2. Excellent knowledge of Workers’ Compensation case law and statutory law contained in the California Labor Code and related sources;
3. Experience in resolving and advising on complex workers’ compensation issues and/or sensitive matters
4. Strong leadership and managerial skills, including the ability to both supervise and be supervised.
5. Strong written and oral communication skills.
6. Excellent litigation and case evaluation skills.
7. Licensed to practice law in all courts of the State of California and in the United States District Court for the Central District of California.

DESIRED QUALIFICATIONS:

1. Experience supervising workers’ compensation attorneys and support staff;
2. Demonstrated ability to deal effectively with public officials, departmental executive management and personnel, and members of the public; and
3. Demonstrated strong organizational and problem solving skills, the ability to prioritize, and concurrently complete multiple assignments.

WRITING SAMPLE: Candidates are required to submit two (2) writing samples personally composed and submitted to the WCAB by the applicant within the past five (5) years, preferably including at least one Petition for Reconsideration, or a Petition for Writ of Review.

PROBATION: Appointment to these exempt positions (non-Civil-Service) will be subject to a two (2) year probationary period as required by Section 1050 of the City Charter. Successful completion of the two (2) year probationary period will result in tenure with the office.
APPLICATION AND DEADLINE: Applicants interested in applying must submit a cover letter specifying SUPERVISING ATTORNEY – WORKERS' COMPENSATION DIVISION, (YOUR CALIFORNIA BAR NUMBER) resume, and writing samples in ONE (1) PDF FILE via email only to atty.recruit@lacity.org by Wednesday, March 3, 2020.

CONFLICT OF INTEREST: This position is designated Category 2 on Schedule B of the Conflict of Interest Code.

A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7160.