

**CLASS TITLE: ASSISTANT DIRECTOR OF HEALTH
(LEGAL SERVICES)**

**Class Code: 02992800
Pay Grade: 41A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work assisting the Director of the Department of Health in the application and implementation of laws and regulations related to the functions and statutory obligations of the Department of Health; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Health with wide latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes and directs the work of a staff of legal, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work assisting the Director of Health in the application and implementation of laws and regulations related to the functions and statutory obligations of the department.

To review existing laws, proposed legislation, rules and regulations, and to report thereon to a superior.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent the Director of Health at such meetings and conferences.

To provide legal assistance to the Director of Health as required in carrying out the department's responsibilities.

To supervise and conduct administrative hearings, together with subsequent judicial enforcement appeals, if any, regarding applications for permits and licenses the department is authorized to issue.

To serve as a Chief Legal Officer for the Department of Health with responsibility for directing the work of a staff engaged in providing legal advice and services for the department.

To provide legal opinions to the staff of the department; to prepare draft material for proposed amendments to the acts administered by the department; and to draft rules and regulations concerning the provisions of such acts; to develop manuals of precedents based upon policy statements of the Director for the guidance of all individuals making decisions under such acts; to prepare legal guides on specific matters for the personnel of the department; and to assist in developing and planning a legislative program.

To represent the Director of Health before federal and state courts and administrative agencies.

To participate in the formulation and effectuation of overall legal policy.

To supervise and conduct administrative hearings, together with subsequent judicial enforcement actions, regarding persons who violate any of the laws, rules or regulations administered by the department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the Rhode Island General Laws administered by the department; the ability to interpret the provisions of such acts and to prepare opinions relating thereto for use in the administration of the functions of the department; the ability to prepare, or direct the preparation of, briefs, rulings miscellaneous legal documents; the ability to draft rules and regulations having the force and effect of law, consistent with the purpose and provisions of these acts; the ability to exercise independent judgement in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate and direct the work of a staff of workers including attorneys engaged in handling departmental matters of a legal nature; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory capacity within a legal services program involving the interpretation of laws and the application of pertinent laws, rules and regulations, decisions, or policies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: July 14, 1991

Editorial Review: 3/15/2003