

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

**Class Code: 02993600
Pay Grade: 41A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as the head of the legal office for the Department of Mental Health, Retardation and Hospitals with responsibility for directing the work of a staff engaged in providing legal advice and services; to participate in the formulation of overall policy and to draft statements of such policies; to provide legal assistance to officials as required in the execution of departmental responsibilities; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director, Department of MHRH with wide latitude for the exercise of independent judgement and initiative; work is reviewed for results obtained and conformance to established policies, provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a staff composed of legal and administrative positions; reviews work in progress or upon completion for proficiency and conformance to laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as the head of the legal office for the Department of Mental Health, Retardation and Hospitals with responsibility for directing the work of a staff engaged in providing legal advice and services such as:

providing legal opinions to MHRH personnel; preparing draft material for proposed amendments to the acts administered by the Department and in the drafting of rules and regulations concerning the provisions of such acts; developing manuals of precedents based upon policy statements for the guidance of all individuals making decisions under such acts; preparing legal guides on specific matters for agency personnel; and developing and planning a legislative program.

To participate in the formulation of overall policy and to draft statements of such policies; to provide legal assistance to officials as required in the execution of departmental responsibilities.

To be responsible for the work of a staff engaged in:

To assist the Director of MHRH in carrying out the Department's legal responsibilities.

To represent or to arrange for representation of the Department before tribunals, agencies, committees, commissions, and other such bodies.

To formulate overall legal policy.

To serve as liaison with the Attorney General.

To perform appropriate administrative functions.

To defend or prosecute cases involving medical malpractice before federal and state courts or other appropriate agencies.

To participate in the formulation and effectuation of overall legal policy; to be responsible for the planning and programming of legal activities; and to coordinate legal services with overall departmental functions.

To represent the Director, Department of MHRH as required.

To supervise and conduct administrative adjudication proceedings and various hearings, together with subsequent judicial enforcement actions, as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal statutes as well as case law on issues of medical malpractice, administrative law, health care industry, labor principles, third party reimbursement from both private and governmental resources; 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 health care law and the application of pertinent laws, rules, regulations, policies and decisions.

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

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

Class Created: August 28, 1988

Editorial Review: March 15, 2003