

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General

Assistant Deputy Attorney General
Child Support Services Division

AMENDED ANNOUNCEMENT

Vacancy Announcement # OAG-15-035

***Salary range: LX-2 \$109,269.00 – \$150,000**

This position is located in the Office of the Attorney General (OAG), Child Support Services Division (CSSD). The CSSD is responsible for elevating the well-being of children and the self-sufficiency of families by delivering first-rate child support services that help parents meet the financial, medical, and emotional needs of their children.

The Assistant Deputy works under the supervision of the Deputy Attorney General of the Child Support Services Division who also holds the title Director, IV-D Program, The Assistant Deputy serves as the Deputy's alter ego and directs the activities of approximately 200 employees. The IV-D program is established pursuant to Title 4, Part D of the Social Security Act (42 U.S.C. § 651) and is the District's federally required program which provides parentage support and enforcement services. The Assistant Deputy independently plans, organizes, and discharges his/her duties, exercises broad authority for the overall direction, development, administration and management of CSSD's daily operations and consults with the Deputy on policy issues.

Major responsibilities include but are not limited to:

- 1) Managing program operations and staff for efficiency and effectiveness of service; identifying barriers to quality services.
- 2) Preparing reports designed to resolve problems; directing new policy, program modifications or organizational clarity necessary to improve effectiveness of the child support enforcement delivery system.
- 3) Assessing CSSD legal mandates; interpreting and overseeing technical training; consulting with CSSD staff on standards and regulatory requirements; and developing an appropriate evaluation process to monitor and/or determine compliance with various provisions;
- 4) Acting as principal liaison with Federal and other District agencies on legislative matters relating to the child support enforcement system; coordinating the review and development of legislation relating to CSSD's programs and services; facilitating the development of testimony for presentation before the Council and Congress and responding to legislative questions impacting CSSD and the Office of the Attorney General.

- 5) Developing the annual budget and multi-year plan to implement the most cost-effective and beneficial strategies to accomplish the mission of CSSD, and to assure that a system for reporting and accountability is established and implemented;
- 6) Developing partnerships with representatives of other District agencies, judicial agencies, civic associations, schools and the business communities to effectively administer the child support enforcement program;
- 7) Representing the Deputy on committees or boards, task forces and meetings with professional societies and organizations, interpreting policy initiatives, goals and objectives;
- 8) Monitoring the automated data processing systems for CSSD; overseeing system-generated data used in federal reports and annual data reports; developing data relative to current and long-range administrative goals, organizational changes, utilization of funds and manpower, management controls, utilization of equipment and space, and professional requirements and interrelations with the OAG and with outside agencies;
- 9) Planning, directing, coordinating and administering CSSD programs through staff; establishing performance standards; and formulating overall plans for personnel, equipment, space, operating procedures, and training.

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the successful candidate must be sworn into the District of Columbia Bar within 360 days of appointment.

The candidate must have managerial experience, knowledge of the federal and local laws and regulations governing the District's child support program, demonstrated ability to administer contracts, experience in budgeting and reporting, excellent presentation and people skills; and demonstrated ability to form and cultivate relationships with labor unions.

This position is outside the collective bargaining unit. Candidates for this position may be subject to a background check.

If interested, please submit a cover letter, resume, writing sample, a copy of your law school transcript (if out of law school 5 years or less) and a list of 3 references to oag.recruitmentattorney@dc.gov, or by mail to Kim McDaniel, Director of EEO, Recruitment and Hiring, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, DC 20001. Closing Date: October 12, 2015. (Please reference vacancy announcement number in your cover letter.)

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.*, the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act.

Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.