

**DSS Class Action Lawsuit Monitor
Program Manager I**

1. Under oversight of Chief Legal Counsel, tracks and documents the agency's progress towards meeting the mandates of the Michele H. federal court class action lawsuit 20%
2. Acts as the primary liaison with the federal court's co-monitors, to satisfy their requests for data and information related to the consent decree 15%
3. Monitors the engagement of the co-monitors, acting as a coordinator with DSS staff to ensure the co-monitors' access is coordinated effectively within the scope of the consent decree 15%
4. Documents all activities with federal court co-monitors, to include any agreements reached about data requirements and staff activities, and provides written updates to DSS as necessary 15%
5. Utilizes direct report staff(attorney, data analyst) to prepare timely and accurate reports to the federal court, according to established timelines 10%
6. Conducts regular meetings with DSS staff engaged in meeting requirements of consent decree, to track and document progress, and resolve issues or barriers to completion of tasks 10%
7. Reports regularly to agency leadership, legislators and the Governor's Office about status of agency progress towards resolution of class action lawsuit 5%
8. Works with agency leadership to assure that budget requests are made to obtain resources which will enable the department to achieve substantial compliance 5%
9. Performs other duties, as requested 5%