

DUTY STATEMENT

Class Title Attorney III	Position Number 580-140-5795-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Contracts and Prevention Team	
Section	
Branch Office of Legal Services	
Division Director's Office	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the general direction of an Assistant Chief Counsel, the Attorney III is responsible for difficult, complex, and sensitive legal work for the Department. The incumbent is assigned issues and projects that have significant fiscal, policy, and political impact on the Department. The incumbent must be capable of functioning independently and reliably under great pressure in politically sensitive situations and be able to complete the work required within strict time requirements or on an expedited basis with minimum supervision. The person may also be relied upon to directly advise the Director and Executive Staff members. The incumbent will provide legal support for various public health programs administered by the Department, including the provision of advice on regulatory responsibilities, development of public health policy, and assesment of the potential for legal or political impact on the Department. The person will also be relied upon to directly and professionally advise Departmental administrative and program management, and may be called upon to respond to inquiries from the Governor's Office or the Health and Human Services Agency.

The Attorney III will provide legal advice regarding a number of complex and politically sensitive areas of administrative law and Department business. Areas of administrative law may include acute and chronic disease control, injury prevention and control, environmental and occupational health and disease control, food and drug law, and programs for the general and special promotion of health in target populations. Areas of departmental business include, but are not limited to: providing legal advice on and for major Department procurements, including the review of Requests for Proposal (RFP), Requests for Application (RFA) and Noncompetitive Bid justifications (NCB), and the review of various other agreements; providing advice on personnel matters for Administration, Human Resources and the Office of Civil Rights; evaluating conflicts of interest and other ethical issues (including providing annual training to all section chiefs and above (including the Chief Counsel and Assistant Chief Counsels, the Director and Chief Deputies); advising on legal issues related to information security and technology issues; and advising on facility and infrastructure issues.

Supervision Received: General direction of an Assistant Chief Counsel

Supervision Exercised: None

Description of Duties:

Percent of Time Essential Functions

- 40% Provides written and oral legal advice to the Director, Department executive staff and program management in complex and politically sensitive areas of the law by assisting with the development of strategy, preparing advisory memoranda, conducting oral presentations and responding to difficult legal correspondence in several areas of law affecting the Department.

- 15% Undertakes legal research in complex areas of the both federal and state law and prepares specialized legal opinions regarding difficult legal issues.

- 15% Reviews and provides legal analysis, and drafting where required, of complex documents, including requests for proposals (RFP), Request for Application (RFA), Noncompetitive Bids (NCB), contracts, regulations, legislation, bill analyses, and responses to state and federal audits findings.

- 15% Coordinate and direct litigation involving Department programs, including consultation with Deputy Attorneys General assigned to cases and field staff involved in cases.

- 5% Represent the Department before other administrative agencies and industry associations on matters related to the Department.

- 5% Respond to inquiries from the Governor’s Office, the California Health and Human Services Agency, the Press Office, other state agencies, and the public on assigned issues and projects. Coordinate the work of other attorneys assigned to handle legal issues and activities, as necessary.

Percent of Time Marginal Functions

- 5% May act in a lead capacity in responding to inquiries from the Governor’s Office, the California Health and Human Services Agency, the Press Office, other state agencies, and the public on assigned issues and projects.

Employee’s signature	Date
Supervisor’s signature	Date