

DUTY STATEMENT

Class Title Attorney V	Position Number 580-140-5781-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Office of Legal Services	
Section CHCQ	
Branch	
Division	

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: The Attorney V is the Department's top subject matter expert in one or more of the most complex and sensitive areas of law affecting the Department. The Attorney V advises personnel at the highest levels of government regarding emerging and cutting edge issues with his/her area(s) of expertise, and develops innovative strategies and solutions to those issues, including but not limited to legislative strategies. The Attorney V functions in a lead capacity and mentor with respect to other attorneys within the Office of Legal Services (OLS). The Attorney V may be assigned primary research/investigative and decision making authority, subject to higher level review, for matters within his/her unique area of subject matter expertise.

Supervision Received: Under the general direction of the Career Executive Assignment, Assistant Chief Counsel, Center for Health Care Quality, in the OLS.

Supervision Exercised: None

Description of Duties: The Attorney V functions as the top subject matter expert for the Department in one or more of the most complex and sensitive areas of law affecting the Department (e.g., Privacy, Licensing, Contracting, Employment, Constitutional, Health & Safety Code, etc.). The Attorney V acts in a lead capacity over the work of other attorneys working in his/her area of competence. The Attorney V develops training programs in his/her area of expertise as necessary to ensure adequate competence among other attorneys within OLS. The Attorney V advises top decision makers both within the Department and outside the Department (e.g., Health and Human Services Agency and the Governor's Office) regarding emerging and cutting edge legal issues within his/her area of expertise. Coordinating with the Department's Centers, the Directorate, and the Legislative and Governmental Affairs office (LGA), the Attorney V also works in a lead capacity in proposing, developing, drafting/amending, and/or providing technical assistance on legislation affecting the department, and in developing innovative theories and solutions to emerging issues. The Attorney V also may be assigned and exercise primary research/investigative responsibilities, policy development, and decision making authority, subject to review by the Assistant Chief Counsel, Chief Counsel, and Directorate, with respect to Departmental compliance with one or more specific areas of federal and/or state law.

Percent of Time Essential Functions

40% Functions as the top subject matter expert for the Department in with respect to the areas of law governing the work of the Center for Health Care Quality (CHCQ). Provides oral and written legal advice to key decision makers within and outside of the Department, including staff within CHCQ, Chief Counsel, the Director of CDPH, the Agency Secretary and the Governor's Office, on emerging and cutting edge issues in his/her area(s) of subject matter expertise. Works with the Directorate, CHCQ, and the LGA to develop positions and legislation to solve the most sensitive and complex problems of the Department, and to develop innovative theories and solutions to emerging issues. Works with the highest levels of government

agencies and external stakeholders to formulate solutions to legal challenges facing CDPH. Independently tracks, analyzes, interprets and provides recommended Department positions on pending state and federal legislation within his/her area of expertise for the Director, Executive Staff, the Office of Legislative Affairs, and the Health and Human Services Agency.

- 25% Acts as in a lead capacity and as an advisor/consultant to less senior members of OLS with respect to his/her area(s) of subject matter expertise. Advises other OLS attorneys, including house counsel and those drafting regulations, on legal requirements and policies within his/her area(s) of subject matter expertise.
- 15% Independently tracks, analyzes, interprets and provides recommended Department positions on pending state and federal legislation within his/her area of expertise for the Director, Executive Staff, the Office of Legislative Affairs, and the Health and Human Services Agency.
- 15% Develops litigation strategy with the Attorney General’s Office on the most complex and sensitive litigation involving the Department within his/her area(s) of subject matter expertise.
- 5% Represents the Department at local, state, and national meetings, seminars, and conferences within his/her area(s) of subject matter expertise.

Percent of Time Marginal Functions

Employee’s signature	Date
Supervisor’s signature	Date