

DUTY STATEMENT

Class Title Senior Legal Analyst	Position Number 580-140-5333-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit NHPPD- Administrative Litigation Team	
Section House Counsel-Center for Health Care Quality & Regulatory Enforcement Team	
Branch Office of Legal Services	
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: Under the direction of the Assistant Chief Counsel, the Senior Legal Analyst represents the Department before hearing officers with the Office of Administrative Hearings and Appeals in the Department of Health Care Services in the expedited hearings set forth in Section 14126.022 of the Welfare and Institutions Code. This position prepares witnesses for the hearings and reviews all documents to be submitted by the facility appealing the penalty issued pursuant to Section 14126.022 and all documents submitted by the Department. In addition, the incumbent regularly and independently develops systems and procedures for the handling and processing of the hearings conducted pursuant to Section 14126.022 and referrals to the Office of the Attorney General, the Department of Justice (DOJ) for A and AA citation cases, the Center for Health Care Quality, including the Licensing and Certification Division and the Healthcare Associated Infections Program cases, and also Laboratory Field Services cases. This position may assist in tracking all bankruptcy matters that affect the Center for Health Care Quality and may also assist with the processing of cases involving administrative litigation for the Center for Health Care Quality. The incumbent maintains and updates an electronic database of pending cases; prepares statistical reports for the senior attorneys and office management; provides training to legal assistants in the Unit regarding the handling and processing of the cases; maintains the case files and keeps a pending file and follows up on pending issues; keeps the attorneys informed of case status; prepares transmittal letters for the attorneys' signatures.

Supervision Received: This position is under the direction of the Assistant Chief Counsel for the Licensing and Regulatory Enforcement team.

Supervision Exercised: None

Description of Duties: See below:

Percent of Time	Essential Functions
25%	Attends and represents the Department in expedited hearings for penalties assessed pursuant to Section 14126.022 of the Welfare and Institutions Code before the Office of Administrative Hearings and Appeals.
25%	Analyzes and reviews records, audio tapes and documents; drafts documents and prepares a course of action to take regarding preparation for and attendance at hearings; prepares witnesses for hearings.
15%	Performs legal research on procedural and other matters to determine appropriate action with

regards to the audit process and informal hearings. Meets and confers with senior attorneys and program and support staff to determine and corroborate plan of action for audit appeal.

10% Updates and maintains files and input data onto tracking system for these audit hearings. Determines and prepares documents for exhibits at the audit hearing.

10% Assists with the identification of issues and formulates a plan of action for the referral of Center for Health Care Quality cases to the DOJ and before Administrative Law Judges at various forums. Prepares case referral letters and any other correspondence as needed as cases progress.

5% Analyzes records and documents, drafts documents and legal memoranda, and prepares recommendations to the Assistant Chief Counsel or senior staff attorney for a course of action to take regarding a case referral or the specific legal question or the Department’s position on a case for the Center for Healthcare Quality or the Laboratory Field Services. Performs advanced legal research and analysis on procedural and other matters to determine appropriate action. Assist with special projects and reports for the team.

5% Under the guidance of the Assistant Chief Counsel or a senior staff attorney, provides training to legal assistant(s) on the team, when needed, regarding the Center for Health Care Quality cases.

Percent of Time Marginal Functions

5% Provides follow-up support on matters of interest to clients that do not require the direct involvement of attorneys. Pursues independent projects related to Center for Health Care Quality as assigned by the Assistant Chief Counsel or senior staff attorneys.

Employee's signature	Date
Supervisor's signature	Date