

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

Current & Proposed		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Legal		
Position No / Agency-Unit-Class-Serial 461-301-5778-014		Unit		
Class Title Attorney		Location Sacramento		
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID R02	Work Week Group: SE	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Chief Counsel, the Deputy Chief Counsel, or the Assistant Chief Counsels, the Attorney I represents the Department of State Hospitals (DSH) at forensic and State Personnel Board proceedings, and provides legal advice to DSH on issues involving the administration of all DSH facilities.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
25%	Performs legal research, provides legal advice to DSH clients, and responds to questions about mental health funding and fiscal controls. Provides responses to the Governor's Office, the Health and Human Services Agency and State control departments. Provides legal advice on various DSH programs regarding but are not limited to, legislation, regulations, DSH policy, and Public Records Act requests. Work involves contract negotiations; drafting and reviewing contracts; and employee immigration law. Provides legal advice on issues involving, but not limited to, patient privacy, employee privacy, intellectual property potential conflicts of interest, Cal OSHA audits, risk management, and data sharing. Travel may be required as a part of these specified duties.			
25%	Performs a wide variety of duties including, but is not limited to working on the Coleman and Stiavetti litigation, The Community Forensic Services Division, Forensic Services Division, and CONREP; providing legal advice on transferring patients from DSH to the Department of Corrections and Rehabilitation; preparation of a high volume of pleadings, as well as preparing expert witnesses for hearings; appearances in court and/or before administrative tribunals regarding Orders to Show Cause regarding admissions of individuals determined to be Incompetent to Stand Trial; writs of habeas corpus; involuntary medication or involuntary treatment of Mentally Disordered Offenders, Sexually Violent Predators, and Not Guilty by Reason of Insanity committees; preparing and appearing at motions for reconsideration or clarification related to commitment to DSH and commitment to CONREP; reviewing remote evaluations prepared by DSH clinicians for filing in Superior Courts for defendants committed to DSH for competency treatment and awaiting			

	admission to a DSH facility, and actively assisting and collaborating with the Office of the Attorney General representing DSH in litigation. Appearing in courts and/or before administrative tribunals to address legal issues pertaining to all forensic types committed to DSH.
25%	Provides reliable assistance and accurate advice representing DSH in personnel actions and whistleblower actions; appears and conducts hearings before the State Personnel Board and California Department of Human Resources; reviews actions; identifies evidence and witnesses; prepares witnesses for testimony; attends prehearing and settlement conferences; responds to discovery requests; prepares and responds to motions; negotiates settlements; provides advice concerning, but not limited to: the Labor Code, Government Code, Workers' Compensation Act, American Disabilities Act, Age Discrimination Act, and Title VII; and prepares responses to the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission. Travel is an essential function of these specified duties.
20%	At the direction of and in consultation with the Chief Counsel and the Deputy Chief Counsel, and under the supervision of the Assistant Chief Counsels, the Attorney I provides legal advice to all DSH facilities on the challenges facing DSH that have statewide programmatic and financial impacts regarding, but not limited to: patient care and treatment; patients' rights; DSH hospital facility licensing and accreditation; clinical staff licensing and governance; electronic health records; patient trust accounting; Medicare and other third party billing matters; statutory cost recovery and asset collections, and bio-ethical issues.
5%	Other legal functions related to the operation and administration of all DSH facilities. Other duties and tasks as assigned by the Chief Counsel, Deputy Chief Counsel, and the Assistant Chief Counsels.
Other Information	<p>This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. In-office work requirements for new employees may increase during the first thirty (30) days of employment based on training needs.</p> <p>Attend and participate in court and administrative hearings in all counties in the State of California and to meet with staff, witnesses, and others as the operational needs of the Legal Division and Department of State Hospitals dictate. Travel is an essential function of these specified duties.</p> <p>Travel is required approximately up to 25% of the time.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p>

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date