

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Department of Health Care Access and Information (HCAI) Legal Office	
Position Number 441-110-5795-XXX	Location Sacramento	Telework Option Hybrid
Classification Attorney III	Working Title Attorney III	

General Description

Under the general direction of the Assistant Chief Counsel, the Attorney III works as an adept legal counselor to provide client-centered advice and assistance on a broad range of legal issues involving or affecting HCAI operations. As part of a small legal office team, the Attorney III advises and represents HCAI in various forums, including public meetings, administrative proceedings, depositions, contract and settlement negotiations, interagency meetings, hearings, and other venues. Requiring minimal supervision, the Attorney III exercises broad discretion while working both collaboratively and independently as needed.

The Attorney III must have knowledge of the general legal provisions under which HCAI programs, boards and commissions operate, including an understanding of the Administrative Procedure Act, the Information Practices Act, the Bagley-Keene Open Meeting Act, and the California Public Records Act. Essential knowledge and experience also include State contracting, conflict of interest, civil service, and personnel issues.

Supervision Received	Reports to the Assistant Chief Counsel with minimal supervision.
Supervision Exercised	The Attorney III may be required to act in a lead capacity over the work of other attorneys.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	In-person and remote meetings, prolonged sitting, reading, and use of the telephone and computer, including Microsoft 365 services; mobility to all HCAI work areas and the ability to travel to meetings outside HCAI; ability to fly to various parts of the State on a regular basis; ability to get along with a diverse group of people and help maintain morale so the Legal Office stays a smoothly functioning unit. Due to the nature of the work, requires the ability to handle a high degree of stress.

Job Duties

E = Essential, M = Marginal

30% E Perform legal analysis and provide legal representation to all programs and functions within HCAI, as directed, including: provide formal and informal oral

and written advice; prepare and make formal and informal presentations; conduct exceptionally difficult and complex legal research; assess situations accurately, analyze and develop effective legal strategies to support HCAI's operations; act as the lead attorney on projects including contracts, personnel issues, internal policies, investigations, and others. Serve as hearing officer in administrative hearings.

30%	E	Analyze pending legislation and draft bill analyses. Assist and advise HCAI programs, agency and the administration in the development and drafting of proposed legislation. Work collaboratively with HCAI programs to develop, adopt, and amend regulations.
25%	E	As liaison to the Attorney General's Office, assist in civil litigation involving HCAI; prepare for and represent HCAI in administrative proceedings, including those before the State Personnel Board. Respond to requests for public records and subpoenas for the production of documents, and represent HCAI and HCAI staff during discovery, in depositions and at trial, as necessary. Attend public meetings and provide procedural guidance, legal advice, and support to the boards and committees of HCAI.
15%	E	Other duties as required, including participating as a presenter in HCAI training activities, maintenance of HCAI Conflict of Interest Code, improving the legal office systems and procedures. Additional duties may include testifying before the Legislature on legislation and other matters.

Other Expectations

- Demonstrate a commitment to HCAI and the ethics of the legal profession in always maintaining appropriate confidentiality.
- Perform duties in a service-oriented manner. Communicate effectively and develop client trust. Offer innovative solutions when needed to meet unique challenges of HCAI.
- Perform duties independently, without detailed supervision and review. Maintain good communication with Chief Counsel; keep Chief Counsel fully informed.
- Exercise good, mature judgment in the performance of own duties and when periodically serving as lead person for the Legal Office in the absence of the Chief Counsel.
- Maintain active membership in good standing with the State Bar of California.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date