

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Department of Health Care Access and Information (HCAI) HCAI Legal Office	
Position Number 441-110-5780-011	Location Sacramento	Telework Option Hybrid
Classification Attorney IV	Working Title Attorney IV	

<p>General Description</p> <p>Under the general direction of the Chief Counsel, the Attorney IV is responsible for performing the most difficult, complex, and sensitive legal services for the Department of Health Care Access and Information (HCAI). Requiring minimal supervision, the Attorney IV independently works as a legal expert to provide client-centered legal and policy advice and assistance within a broad range of administrative and legal matters arising in connection with HCAI activities including litigation, administrative hearings, statutory and regulatory issues, the California Health and Safety Code §§127000, et seq., the Information Practices Act, and the Bagley-Keene Open Meeting Act, compliance with laws relating to public agencies, conflict of interest, the California Public Records Act, confidentiality, contracting and personnel issues. The Attorney IV exercises broad discretion, acts in a senior lead capacity over the work of other attorneys and staff, and consistently demonstrates professionalism in dealing with the department clients, stakeholders and control agencies.</p> <p>The Attorney IV must have extensive knowledge of the general legal provisions under which State departments, boards and commissions operate, understanding of the Administrative Procedure Act, experience in State contracting, the scope of California statutory law and the provisions of the Constitution.</p> <p style="text-align: center;">The position is designated under the Department's Conflict of Interest Code.</p>	
Supervision Received	Reports to the Chief Counsel.
Supervision Exercised	The Attorney IV may be required to act in a lead capacity over the work of other attorneys and staff.
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		
50%	E	Perform independent expert level legal analysis, in a lead role, and provide legal representation to all programs and functions within HCAI by interacting directly with HCAI executive staff and with opposing counsel. Typical work includes the following: provide formal and informal oral and written advice; prepare and make formal and informal presentations; conduct exceptionally difficult and complex legal research, including novel legal theories, and understanding of the rapid evolution of the law; interpret laws and regulations; draft legislation, regulations, contracts, and prepare correspondence involving legal matters; analyze, appraise, and apply legal principles, facts, and precedents; present statements of fact, law and argument clearly and logically; draft statutes; and analyze situations accurately and adopt an effective course of action.
10%	E	Provide expert counsel regarding legislation proposals and meet with legislative staff and advocates. Analyze draft and/or pending legislation and provide recommendations as needed, draft bill analyses. Draft and provide advice to HCAI regarding legislative proposals. Respond to requests for public records, subpoenas, and represent HCAI and HCAI staff during discovery, in depositions and at trial, as necessary.
15%	E	As liaison to the Attorney General's Office, assist and advise in the coordination of litigation involving HCAI. Prepare for and attend administrative and court proceedings involving HCAI as necessary. Provide expert level of legal advice to HCAI regarding contracting, accounting, budgeting, and personnel issues as needed, including representation before the State Personnel Board.
10%	E	Provide expert level legal advice and support to the various advisory boards and appeals bodies of HCAI. Provide procedural guidance at meetings as well as formal and informal hearings, and technical advice involving the interpretation of statute and regulation.
10%	E	Serve as senior lead counsel over projects and sections within the Legal Office, and in the development and coordination of responses to requests from other departments and the administration.
5%	E	Other duties as required, including mentoring junior attorneys, participating as a presenter in HCAI training activities, maintaining HCAI policies, and improving the Legal Office systems and procedures. Additional duties may include testifying before the legislature on legislation and other matters. Other duties as required, including the maintenance of HCAI's Conflict of Interest Code. Additional duties

may include the representation of HCAI before other, administrative boards and tribunal testifying before the legislature on legislation and other matters and providing legal guidance in other contexts.

Other Expectations

- Demonstrate a commitment to HCAI and the ethics of the legal profession, 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 for the Legal Office in the absence of the Chief Counsel and/or Assistant 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