

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
HEALTHCARE RIGHTS AND ACCESS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION TITLE:** Deputy Attorney General IV

**STATEMENT OF DUTIES:** The Deputy Attorney General (DAG) IV serves as an attorney on the Attorney General's Healthcare Rights and Access Section, wherein they monitor and contribute to the proactive healthcare work across the Attorney General's Office. Under the direction of the Supervising Deputy Attorney General, the DAG IV coordinates with the Attorney General's Chief Health Care Advisor Special Assistant, the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief of Legal Affairs, the Chief Deputy to the Attorney General, and the Attorney General to implement a proactive agenda to help increase and protect affordability, accessibility, and quality healthcare in the State of California.

The DAG IV manages a substantial workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues. The DAG IV exercises a high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG IV must maintain professionalism and collegiality with colleagues, clients, the courts, and members of the public.

**SUPERVISION RECEIVED:** Under the direct supervision of the Supervising Deputy Attorney General, and the general direction of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief Deputy to the Attorney General, and the Attorney General.

**SUPERVISION EXERCISED:** May direct, monitor, or supervise the work of paralegals and may occasionally be requested to oversee or supervise the work of other staff.

**TYPICAL PHYSICAL DEMANDS:** The DAG IV may be required to sit at a computer terminal while performing research and other duties for eight hours or more hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift/move up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed interior or exterior window office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 50% Performs complex and sensitive legal work assigned to the Healthcare Rights and Access consistent with a, advanced level of experience, including analysis of novel and difficult legal issues. Proactively monitors healthcare laws, rules, regulations, and policies and prepares a variety of written legal work related to civil litigation at all levels of state and federal trial and appellate courts with the intent of increasing and/or protecting the affordability, accessibility, and/or the quality of healthcare, including dispositive motions, complex discovery issues, analytical settlement recommendations and briefs,

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and trial documents. Plans, organizes, and conducts case strategy; drafts and responds to pleadings; drafts and responds to discovery, including e-discovery; supervises litigation holds, collection, and review of preserved evidence; reviews and analyzes documents and other evidence; prepares witnesses; researches, engages, and works with expert witnesses, conducts depositions; drafts and responds to motions of all kinds; drafts and responds to evidentiary objections; conducts legal and other research related to these assignments; conducts similar legal research and prepares similar legal documents for civil writs; prepares for and conducts hearings and trials; examines and cross-examines witnesses; appears regularly before federal and state courts and may also appear before administrative tribunals; prepares related correspondence and memoranda; advises clients orally and in writing regarding matters related to litigation; keeps clients, supervisors, and executive staff apprised of case developments; timely responds to client inquiries; advises clients orally and in writing regarding prospective costs of litigation, risks and benefits of settlement offers, and policy implications of litigation; ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors and clients as requested; works closely with clients to address their needs; works closely with supervisor; refers media inquiries to client or press office and discusses matters with media representatives at request of press office or Executive staff.

- 20% Represents clients in complex and sensitive appellate litigation related to healthcare affordability, accessibility, quality, and protections; plans, organizes, and conducts appellate strategy; conducts legal research related to these assignments; prepares related legal documents; prepares related correspondence and memoranda; participates in moot courts to prepare for oral arguments and serves as moot court judge for other attorneys; advises clients orally and in writing regarding matters related to appellate litigation; appears before federal and state appellate courts as required; keeps clients, supervisors, and executive staff apprised of case developments; advises clients orally and in writing regarding prospective costs of appellate litigation, risks and benefits of settlement offers, and policy implications of appellate litigation; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits written work product for review by supervisors and clients as requested; and works closely with clients to address their needs.
- 15% Provides clients with formal and informal legal advice, orally and in writing, in complex and sensitive matters, as requested; conducts related legal and other research for same; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits draft advice for review by supervisors
- 5% May be called upon to provide research, analysis, and advice to supervisors, public officials, and representatives of public agencies on complex, difficult, and sensitive legal issues, including drafting and analysis of legislative measures and regulations; and handles special projects or legal assignments as assigned by the Supervising Deputy Attorney General or Senior Assistant Attorney General.

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- 5% Provides formal and informal advice to Attorney General and Executive staff on policy issues; conducts related legal and other research for same; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits drafts for review by supervisors; responds to public record act requests.
- 5% Performs a variety of administrative matters, including time entry, calendaring, case management, compliance with department required training, and section and team meetings; and ensures that case management milestones and all dates are promptly recorded and up-to-date, and that case information, including correspondence, reports, pleadings, and significant events are updated and maintained in the office's case management system. Provides training and mentoring to other deputies. Timely and accurately submits time entries, leave taken, travel claims, accounts payable, and completes administrative paperwork as necessary or as requested by supervisors and administrative staff; remains familiar with and observes current office policies and procedures; maintains cordial, respectful, and friendly relationships with co-workers, administrative staff, supervisors, and building staff; works with administrative staff to maintain complete and up to date case files in ProLaw, including all pleadings, orders, decisions, evidence, and correspondence with courts, opposing counsel, co-counsel, and clients, including email; attends section meetings and contributes to same when asked; participates in evaluation of para-professional and administrative staff when requested; covers for other DAGs as needed; takes advantage of professional and technical training opportunities to maintain and improve skill levels; delivers professional and technical training as requested. Advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; drafts and analyzes legislative measures and regulations, analyzes proposed legislation for impact on clients and the Department; responds to inquiries from executive staff.

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**I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):**

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Printed Name  
Employee's Signature

Date

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Printed Name  
Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
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**NAME:**

**CLASSIFICATION TITLE:** Deputy Attorney General III

**STATEMENT OF DUTIES:** The Deputy Attorney General (DAG) III serves as an attorney on the Attorney General's Healthcare Rights and Access Section, wherein they monitor and contribute to the proactive healthcare work across the Attorney General's Office which covers the areas of consumer healthcare, nonprofit healthcare transactions, antitrust, healthcare privacy and healthcare civil rights legal and policy work. Under the direction of the Supervising Deputy Attorney General, the DAG III coordinates with the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief of Legal Affairs, the Chief Deputy to the Attorney General, and the Attorney General to implement a proactive agenda to help increase and protect affordability, accessibility, and quality healthcare in the State of California.

The DAG III manages a substantial workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues. The DAG III exercises a high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG III must maintain professionalism and collegiality with colleagues, clients, the courts, and members of the public.

**SUPERVISION RECEIVED:** Under the direct supervision of the Supervising Deputy Attorney General, and the general direction of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief Deputy to the Attorney General, and the Attorney General.

**SUPERVISION EXERCISED:** May direct, monitor, or supervise the work of paralegals and may occasionally be requested to oversee or supervise the work of other staff.

**TYPICAL PHYSICAL DEMANDS:** The DAG III may be required to sit at a computer terminal while performing research and other duties for eight hours or more hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift/move up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed interior or exterior window office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Performs complex and sensitive legal work assigned to the Healthcare Rights and Access consistent with a moderate level of experience, including analysis of novel and difficult legal issues. Proactively monitors healthcare laws, rules, regulations, and policies and prepares a variety of written legal work related to civil litigation at all levels of state and federal trial and appellate courts with the intent of increasing and/or protecting the affordability, accessibility, and/or the quality of healthcare, including dispositive

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motions, moderately complex discovery issues, analytical settlement recommendations and briefs, and trial documents. Plans, organizes, and conducts case strategy; drafts and responds to pleadings; drafts and responds to discovery, including e-discovery; supervises litigation holds, collection, and review of preserved evidence; reviews and analyzes documents and other evidence; prepares witnesses; researches, engages, and works with expert witnesses, conducts depositions; drafts and responds to motions of all kinds; drafts and responds to evidentiary objections; conducts legal and other research related to these assignments; conducts similar legal research and prepares similar legal documents for civil writs; prepares for and conducts hearings and trials; examines and cross-examines witnesses; appears regularly before federal and state courts and may also appear before administrative tribunals; prepares related correspondence and memoranda; advises clients orally and in writing regarding matters related to litigation; keeps clients, supervisors, and executive staff apprised of case developments; timely responds to client inquiries; advises clients orally and in writing regarding prospective costs of litigation, risks and benefits of settlement offers, and policy implications of litigation; ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors and clients as requested; works closely with clients to address their needs; works closely with supervisor; refers media inquiries to client or press office and discusses matters with media representatives at request of press office or Executive staff.

- 5%     Investigation: Conducts difficult investigations of violations of state and federal laws that prohibit unlawful, fraudulent, or unfair business acts and practices, and related unlawful activity, including tasks such as formal and informal witness interviews, preparing investigative subpoenas and memoranda, and conducting document review, sometimes in collaboration with staff from this office and other local, state, and federal law enforcement agencies. The Deputy is responsible for facilitating effective communication and collaboration between legal, investigative, and law enforcement staff from multiple jurisdictions, which may include participating in regular case-review meetings with investigative and legal personnel, and actively liaising with supervisorial and management staffs who oversee the legal support and investigative personnel. The Deputy may also be assigned to support the section's registration programs.
- 5%     Prosecution: Under direction, prosecutes civil and criminal cases to enforce state laws that prohibit unlawful, fraudulent, or unfair business acts and practices, and related unlawful activity. Performs difficult legal work in state and federal courts related to law and motion, trials, writs and appeals, including class actions, and including appearing as an oral advocate before various federal and state courts and administrative bodies on various cases. Prepares for and conducts all aspects of trial from inception to conclusion, including appellate work. Travels to outside venues for trial or appeal. Participates in mediations and arbitrations, and negotiates settlements.

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- 5% Conduct difficult investigations; draft and issue audit letters; issue administrative subpoenas for discovery; take oral examinations; review financial, corporate, and other documents produced by charities, trustees, and fundraisers; perform difficult legal research and analysis; draft complex complaints; prosecute civil and administrative actions, including all discovery, motions, trial and/or settlement, and appeals; review and analyze health facility transactions, including conducting public meetings and providing recommendations to the Attorney General and Executive Staff.
  
- 5% Conducts investigations of the more difficult and sensitive potential criminal and civil violations under state and federal law, including such tasks as formal and informal witness interviews, preparing investigative subpoenas, and document reviews, sometimes in collaboration with staff from this office and other enforcement agencies.
  
- 5% Represents clients in moderately complex and sensitive appellate litigation related to healthcare affordability, accessibility, quality, and protections; plans, organizes, and conducts appellate strategy; conducts legal research related to these assignments; prepares related legal documents; prepares related correspondence and memoranda; participates in moot courts to prepare for oral arguments and serves as moot court judge for other attorneys; advises clients orally and in writing regarding matters related to appellate litigation; appears before federal and state appellate courts as required; keeps clients, supervisors, and executive staff apprised of case developments; advises clients orally and in writing regarding prospective costs of appellate litigation, risks and benefits of settlement offers, and policy implications of appellate litigation; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits written work product for review by supervisors and clients as requested; and works closely with clients to address their needs.
  
- 5% Provides clients with formal and informal legal advice, orally and in writing, in moderately complex and sensitive matters, as requested; conducts related legal and other research for same; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits draft advice for review by supervisors
  
- 5% May be called upon to provide research, analysis, and advice to supervisors, public officials, and representatives of public agencies on complex, difficult, and sensitive legal issues, including drafting and analysis of legislative measures and regulations; and handles special projects or legal assignments as assigned by the Supervising Deputy Attorney General or Senior Assistant Attorney General.
  
- 5% Provides formal and informal advice to Attorney General and Executive staff on policy issues; conducts related legal and other research for same; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits drafts for review by supervisors; responds to public record act requests.

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- 5% Performs a variety of administrative matters, including time entry, calendaring, case management, compliance with department required training, and section and team meetings; and ensures that case management milestones and all dates are promptly recorded and up-to-date, and that case information, including correspondence, reports, pleadings, and significant events are updated and maintained in the office's case management system. Provides training and mentoring to other deputies. Timely and accurately submits time entries, leave taken, travel claims, accounts payable, and completes administrative paperwork as necessary or as requested by supervisors and administrative staff; remains familiar with and observes current office policies and procedures; maintains cordial, respectful, and friendly relationships with co-workers, administrative staff, supervisors, and building staff; works with administrative staff to maintain complete and up to date case files in ProLaw, including all pleadings, orders, decisions, evidence, and correspondence with courts, opposing counsel, co-counsel, and clients, including email; attends section meetings and contributes to same when asked; participates in evaluation of para-professional and administrative staff when requested; covers for other DAGs as needed; takes advantage of professional and technical training opportunities to maintain and improve skill levels; delivers professional and technical training as requested.
- 5% Advises the Senior Assistant Attorney General, the Attorney General's Chief Healthcare Advisor Special Assistant, and various legal jurisdictions, public officials and representatives of public agencies on legal issues; drafts and analyzes legislative measures and regulations, analyzes proposed legislation for impact on clients and the Department; responds to inquiries from executive staff.

**I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):**

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☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.



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☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Printed Name  
Employee's Signature

Date

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Printed Name  
Supervisor's Signature

Date