

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-140-5778-020</b>
Classification: Attorney	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney	Work Location: 1415 L Street Suite 500 Sacramento, CA 95814
Collective Bargaining Unit: R02	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Public Health Programs

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

**Job Summary**

This position supports CDPH's mission and strategic plan by providing legal counsel to the Directorate and CDPH in support of its organizational efforts to optimize the health and well-being of the people of California.

The Attorney will provide advice to assigned CDPH Center(s), Division(s), Offices (CDOs) and/or program(s) within CDPH. The Attorney will conduct legal research and assist with providing legal and policy advice on areas of law administered by the Department including, but not limited to, administrative, procedural, and regulatory issues and projects that have a significant impact on public health and health policy, and any political impact on the Department. The Attorney will advise the

Department on general principles and application of contract law, the law governing the administration of state agencies, and issues involving other applicable statutes and regulations, such as the Administrative Procedure Act (APA), Bagley-Keene Act, state and federal privacy laws, and the California Public Records Act (PRA). The Attorney must have the ability to apply applicable statutes and regulations to policies and procedures of the Department including reviewing those policies and rendering advice on such matters. In coordination with the Department's CDOs and/or programs, the Directorate, and the Office of Legislative and Governmental Affairs office (LGA), the Attorney also proposes, develops, drafts, amends, and/or provides technical assistance on legislation and regulations affecting the Department; provide legal advice and drafting assistance for major Department procurements and agreements, including the review of Requests for Proposal (RFP), Requests for Application (RFA), and Personal Services, Interagency, Local Assistance, and other agreements; and advise on legal issues related to information security and technology issues.

The Attorney must be capable of functioning reliably and independently, exercise discretion under great pressure in politically sensitive situations, and be able to complete the work required within strict time requirements, or on an expedited basis, with minimum supervision.

The incumbent works under the direction of an Assistant Chief Counsel (ACC) for Public Health Programs (PHP) team within the Office of Legal Services (OLS).

### **Special Requirements**

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Active member in the California State Bar License
- ☐ Other:

### **Essential Functions (including percentage of time)**

- 40% Provide oral and written legal analysis to key decision makers within and outside of the Department, including staff within Department programs, the OLS Deputy Director and Chief Counsel, and the CDPH Director. Analyze state and federal laws regarding the application and resolution of conflicts and provides verbal and written advice to the CDOs and/or programs within CDPH. Conduct legislative analysis. Review contracts, notices, bill analyses, regulations, decision memorandum, and other documents of legal consequence. Directly advise the CDPH Director, Executive staff, upper management, and the California Health and Human Services (CHHS) Agency as needed and under the direction of an ACC for the PHP team within OLS.
- 30% Conduct legal research in areas of both federal and state law and prepare specialized legal opinions regarding difficult legal issues. Serve as a legal advisor to CDPH on issues that arise, along with assisting in responding to PRA Requests. Coordinate with other OLS attorneys to ensure consistent legal interpretation, strategy, and advice on such issues.
- 15% Provide litigation support to the Attorney General's Office in litigation filed against, or involving

the Department stemming from, among other things, APA challenges, as well as administrative decisions on appeal, which includes, but is not limited to, legal correspondence, negotiation, and developing strategies and tactics in matters of significance to the Department.

- 10% Meet with CDO and/or program management as needed to provide immediate oral advice regarding topical matters. May be designated to respond to inquiries from the Governor's Office, the CHHS Agency, the Press Office, other state agencies, and the public on assigned issues and projects.

### **Marginal Functions (including percentage of time)**

- 5% Perform other Attorney job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: D.S.

Date: 8/13/25