

DUTY STATEMENT

Classification: Attorney, Assistant Chief Counsel (Attorney, ACC)	
Working Title: Assistant Chief Counsel	
Program:	
Division: Office of Legal Services	
Section: Compliance and Enforcement	
Branch: Program Integrity and Compliance	
Unit:	
Office Location:	
COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: M02	Position Number: 803-030-5871-004
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p>Job Summary:</p> <p>The Attorney, ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of constitutional, Medicaid, health, technology and contract law. The incumbent will represent the Department in matters before state and federal forums. The Attorney, ACC also has contact with managers throughout state service; healthcare providers; state contractors; and local, state and federal government entities, among others.</p> <p>The Attorney, ACC is a first line supervisor of staff under the Section as they prepare legal pleadings and strategy, develop complex legal advice, and conduct varied litigation support activities. The incumbent assigns work, establishes Section priorities, and directs the overall activities of the Section staff as they support the programs, divisions and offices under the Section's purview, including coordination with the Deputy Attorneys General and the Supervising Deputy Attorneys General on litigation related to or arising from these programs, divisions and offices.</p> <p>The incumbent is a member of the OLS management team and is subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700).</p> <p>Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.</p>	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
30%	Works with the Deputy Director and Chief Counsel, Assistant Deputy Director and Deputy Chief Counsel, the Branch CEA-ACC, and other CEA-ACCs and Civil Service ACCs; the Director; the Chief Deputy Directors; and the Deputy Directors (DDs) from the programs and divisions under the Branch's purview. The incumbent also provides legal services to and coordinates legal advice with other DDs, chiefs, and managers, throughout the Department, as well as staff from CalHHS. The incumbent must organize, direct, and review the provision of legal services to these programs, divisions and individuals.
30%	Works closely and collaboratively with staff from within the Branch, but also with other legal managers and attorneys in other branches of OLS. This position fields, reviews, and directs incoming requests for advice from programs and divisions and thereafter directs, focuses, and reviews the resulting advice provided by attorneys.
30%	Provides supervision; training; coaching; direction; written and oral feedback; staff development and team building; performance evaluations; corrective or disciplinary action when warranted; approval of merit salary increases and/or alternate rate ranges when warranted; review and approval of attendance and timekeeping and other employee-related documents; and conducts staff meetings or otherwise shares pertinent information with subordinates.
10%	Formulates and coordinates legal policy with other branches of OLS to resolve complex department-wide legal issues. Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays. Other duties as required.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions

Supervision Received: Under General Direction by the (enter supervisor classification):

Career Executive Assignment – Assistant Chief.

Supervision Exercised: (check all that apply) ☐ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☒ Valid Professional License (please specify): California State Bar License**Desirable Qualifications:**

- Experience as a lead, mentor, manager, or similar position
- Proficient knowledge of DHCS goals, policies and procedures, and organizational structure to ensure efficient delivery of legal advice, services, support, and effective legal analysis
- Knowledge of Title XIX of the Social Security Act; the state Medi-Cal program; and related programs and divisions of the Department
- Ability to advise top-level administrators on a wide range of legal matters
- Ability to exercise a high degree of flexibility, tact and diplomacy, judgment and confidentiality
- Ability and commitment to work collaboratively with a wide range of individuals
- Ability to write and edit correspondence, pleadings, legal opinions, contracts, bulletins, information notices, regulations and legislation clearly and logically
- Ability to provide both planned and impromptu presentations before groups on diverse, complex, and sensitive subjects

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☐ Over NightRequires Lifting of Heavy Objects up to: N/A**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Jennifer VangAnalyst Signature:
Jennifer VangDigitally signed by Jennifer Vang
Date: 2025.10.08 14:16:40 -07'00'Date:
10/08/2025**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.