

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5780-024
Classification: Attorney IV	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney IV	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: Center for Health Care Quality

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 handling more difficult, complex, and fiscally sensitive high-profile cases and issues for the Office of Legal Services' (OLS) Center for Health Care Quality (CHCQ) team.

The Attorney IV independently performs the more complex, sensitive, and transactional work related to CHCQ's regulatory enforcement including, but not limited to, directly advising the CDPH Director, the CHCQ Deputy Director, Departmental Executive staff, the California Health and Human Services (CHHS) Agency staff, and other State officials on FOB and other regulatory enforcement issues within the Department. While the incumbent must be able to work independently, they are expected to keep the CHCQ Career Executive Assignment (CEA) Assistant Chief Counsel (ACC) and the Attorney, Assistant Chief Counsel (AACC) apprised of significant and/or emergent issues; act in a lead capacity;

and act in absence of the CEA ACC and AACC in handling the more sensitive and difficult assignments.

The incumbent must be able to function independently and competently, under extreme pressure, and in politically sensitive situations and be able to complete their work within strict time requirements or on an expedited basis with minimal supervision.

The incumbent works under the general direction of the CEA ACC for CHCQ within OLS.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Active membership in the California State Bar
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Provides Department management with legal advice and representation in the more complex and sensitive transactional work arising out of the licensing and regulatory enforcement of health care facilities for the protection of public health and safety and to determine whether facilities should be certified to participate in the Medicare and Medicaid programs; researches, interprets, and provides legal opinions concerning the more complex and sensitive federal and state laws governing licensing and regulatory enforcement of health facilities; develops and provides training to district office management and staff to ensure legal sufficiency and consistency of their enforcement actions; oversees and directs the work of outside counsel in the more complex and sensitive litigation; and provides in-house expertise and recommendations on applicable federal and state laws governing licensing and regulatory enforcement.
- 20% Assists with coordinating the provision of legal services to CHCQ within CDPH by identifying and assisting in defining program goals and implementation strategies; ascertaining the more complex and sensitive legal issues and liabilities that confront the program; coordinating planned responses to those risks; reviewing and drafting contracts and assists with issues pertaining to CHCQ's contracts; and assuring the availability of legal services.
- 15% Proposes, drafts, and analyzes the legal sufficiency of the more complex and sensitive legislation and regulations pertaining to CHCQ and regulatory enforcement matters.
- 10% Acts as a key advisor and resource to Departmental management regarding legal matters in the more complex and sensitive litigation involving interpretation of federal and state statutes and regulations.
- 10% Mentors and provides directions to other department attorneys assigned to work on licensing and regulatory enforcement matters to assure consistency in legal advice and services and

effective representation of CDPH. In the absence of the CEA ACC and AACC, the incumbent may be asked to act as the team lead, including ensuring that requests for legal advice and assistance are timely and appropriately assigned and completed.

Marginal Functions (including percentage of time)

5% Performs other Attorney IV 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: 11/6/25