

## DUTY STATEMENT

Employee Name:	Position Number: <b>581-140-5795-001</b>
Classification: Attorney III	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney III	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 being responsible for complex and sensitive legal work that has significant fiscal, policy, and political impact on the Department. The Attorney III is assigned to the Office of Legal Services' (OLS) Public Health Programs (PHP) team and will provide legal and policy advice on matters of law pertaining to assigned CDPH Center(s), Division(s), Office(s) (CDOs) and/or program(s). The Attorney III also independently advises decision makers, both within the Department and outside the Department [e.g., the California Health and Human Services (CHHS) Agency and the Governor's Office], regarding novel theories and emerging legal issues within his/her area(s) of legal specialization.

The Attorney III must be capable of functioning reliably and independently with broad 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 general direction of an Career Executive Assignment (CEA) Assistant Chief Counsel (ACC) and Civil Service (CS) Assistant Chief Counsels (ACC) of the 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 membership in the California State Bar
- Other:

### Essential Functions (including percentage of time)

- 40% Provide written and oral legal advice to the Department on complex matters of law pertaining to assigned CDOs and/or programs. Advise on statutory and regulatory requirements for the conduct of state business including but not limited to, contracts, information management, public records disclosure, open meeting laws, review and drafting of legislation and regulations, and such other legal issues as may arise. Undertake legal research in complex areas of both federal and state law and provides 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. Serve as a lead in advising the Director, Executive staff, upper management, the CHHS Agency, and the Governor's Office, as needed, and under the general direction of a CEA and/or CS ACC for the PHP team within OLS.
- 30% Provide expert legal and policy advice to the CDPH Director, the OLS Deputy Director and Chief Counsel, Department Executive staff, the CHHS Agency, and management on complex legal issues related to his/her assigned CDOs and/or programs. Work with assigned CDOs and/or programs and the Office of Legislative and Governmental Affairs (LGA) to develop positions and legislation to solve sensitive and complex problems of the Department, and to develop innovative theories and solutions to emerging issues. Prepare and review contracts, notices, bill analyses, regulations, decision memorandum, and other documents of legal consequence. Coordinate with other OLS attorneys to ensure consistent legal interpretation, strategy, and advice on such issues.
- 15% Act as a litigation liaison with the California Attorney General's Office (AGO). Coordinate and oversee CDOs and/or programs' responses to formal discovery and litigation-related Public Records Act requests propounded in connection with pending trial court matters. Draft factual summaries and legal points and authorities in support of Department positions. Provide litigation support to the AGO in litigation filed against, or involving the Department stemming from, among other things, Administrative Procedure Act 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% Provide immediate expert oral or informal written advice to program management, as needed, regarding topical matters, including compliance with state administrative requirements. May act in a lead capacity in responding 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 III 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: Vacant	Date	Employee’s Name: Vacant	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: D.S.

Date: 8/12/25