

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-140-5795-018</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: 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 protecting the health and well-being of some of California's most vulnerable residents.

The Attorney III is responsible for handling difficult, complex, and sensitive legal work for the Center for Health Care Quality (CHCQ). The Attorney III provides legal and policy advice on 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 III also uses a detailed and sophisticated understanding of federal and state statutes and regulations to provide guidance pertaining to health facilities and professionals licensed and regulated by CHCQ; keeps up-to-date knowledge of federal and state laws that may impact CHCQ, such as federal and state privacy laws

and medical breaches, bankruptcy, receiverships, professional licensure laws and regulations, and the Public Records Act (PRA); and applies applicable statutes and regulations to policies and procedures of CDPH, including reviewing those policies and rendering advice on such matters. The Attorney III may also be called upon to review written materials or provide training for other attorneys on the team in the absence of the Career Executive Assignment (CEA) Assistant Chief Counsel (ACC) or the Attorney, Assistant Chief Counsel (AACC) of the CHCQ team within the Office of Legal Services (OLS).

The Attorney III must be capable of functioning reliably and independently; exercising discretion; working well under great pressure in politically sensitive situations; and completing the work required within strict time requirements, or on an expedited basis, with minimum supervision.

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

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Membership in good standing with the California State Bar
- Other:

### Essential Functions (including percentage of time)

- 35% Serves as a key legal advisor to one or more district offices and/or programs within CHCQ on complex legal issues that arise that are specific to the district or program, such as issues related to the licensure and certification of facilities CHCQ regulates and medical breaches. Analyzes, interprets, and applies state and federal laws regarding various types of facility applications and/or issues and provides verbal and written advice to the programs within CHCQ. Reviews contracts, notices, bill analyses, regulations, decision memorandum, and other documents. Drafts complex legal opinions; and presents legal opinions/recommendations clearly and logically in both verbal and written form.
- 35% Provides oral and written legal analysis to key decision makers within and outside of CDPH, including executive staff within CHCQ, the OLS Deputy Director and Chief Counsel, the CDPH Director, and/or California Health & Human Services Agency executives, on complex and politically sensitive areas of the law pertaining to CHCQ. May coordinate with the CDPH Directorate and other CDPH Centers, Divisions, and Offices including, but not limited to, the Office of Legislative and Governmental Affairs and the Office of Communications. Develops, drafts/amends, analyzes, and/or provides technical assistance on proposed legislation and regulations affecting CDPH.
- 15% Provides litigation support to the Attorney General's Office in matters pertaining to the CDPH, which includes, but is not limited to, legal correspondence, negotiation, and developing strategies and tactics with the assigned Deputy Attorney General.
- 10% Conducts legal research and/or factual investigations with respect to Departmental compliance

with one or more specific complex and/or sensitive areas of federal and/or state laws. Assists in responding to PRA requests. Coordinates with other OLS attorneys to ensure consistent legal interpretation, strategy, and advice on such issues.

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

5% Prepares and conducts training for CDPH on their area(s) of legal specialization. Performs 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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**  
 Approved By: D.S.  
 Date: 3/16/26