

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5781-001
Classification: Attorney V	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney V	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: Operations and Administrative Litigation

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by handling the most difficult and complex legal work and litigation for CDPH by developing innovative strategies in the public health field, responding to regulatory challenges, and engaging in litigation matters.

The Attorney V provides legal and policy advice on administrative, contracting, procedural, and regulatory issues and projects that have a significant impact on public health, health policy, and political impact on the Department. The Attorney V must function 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 may also be relied upon to directly and expertly advise the Chief Counsel, the Senior Assistant Chief Counsels, the Assistant Chief Counsels, the Attorney General's Office, the Director, the California Health and Human Services (CHHS) Agency executive staff members and the Governor's Office. The incumbent must be able to work cooperatively with the OLS and CDPH management and maintain exemplary work habits in the most complex areas of federal and state law. The Attorney V may also serve as the lead in responding to state and federal funding litigation, as well as standard litigation responses for the department, while acting in a lead capacity over the work of other attorneys and staff.

The incumbent will have the highest level of expertise, distinguishing themselves in the public health regulatory and litigation field. The Attorney V will work with department and government leaders on innovative theories in the changing landscape of public health law both through operations and litigation.

The incumbent works under the general direction of the Career Executive Assignment (CEA) Senior Assistant Chief Counsel (ACC) of the Operations and Administrative Litigation (OPAL) team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5-10%
- 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% Directly advises the Director and Directorate, the Chief Counsel, Senior Assistant Chief Counsels, Assistant Chief Counsels, CHHS, and the GO on innovative special projects in the public health field primarily focusing on adapting CDPH's services to meet the needs of the people of California in a changing landscape of state and federal funding and guidance. Supports the Public Health Information Exchange Innovation Institute (PHNIX II). Coordinates litigation responses to high profile federal and state programmatic inquiries, disaster response, and cross-state litigation.
- 25% Represents the Department before the Office of Administrative Hearings and other tribunals involving appeals of actions to revoke or deny licensure of health facilities and clinics; hospital immediate jeopardy administrative penalty appeals; long term care facility citations; radiologic health program enforcement actions; and appeals from penalty assessments for privacy breaches and failure to timely report adverse events in health facilities and clinics. Serves, as needed, as the Department's liaison to the Office of the Attorney General in Code of Civil Procedure (CCP) 1085 writ appeals.
- 25% Serves as liaison and advisor to Assistant Chief Counsels on integration of new hires, development of staff and the development of systems for tracking assigned work and other

relevant data. Maintains working knowledge of all OLS teams’ substantive work to enhance cross-collaboration. Serves as leader within OLS on cross-team collaboration and provide direction to lower-level staff attorneys within the OLS to assure consistency in legal advice, services and effective representation of the Department.

10% Maintains knowledge of complex federal and state laws and regulations related to all aspects of public health and CDPH operations, including state contracting requirements. Monitor and report to OLS management on legal law trends and potential liability for the Department. Acts as a key advisor and resource to Department management regarding high impact issues including the practical impact of changes to legislations for licensing and certification and regulatory enforcement, and personnel special projects advisor on complex and politically high profile matters such as immigration-visa issues, unlawful appointments and audit responses.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required and may include developing and implementing internal and external trainings.

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: Rebecca Dietzen	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 3/27/26