



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Attorney III	Working Title Deputy General Counsel
Employee Name Vacant	Position Number 799-101-5795-001
Project/Division Name Office of the Secretary	Supervisor's Name Kristin Garcia
Unit Click here to enter text.	Supervisor's Classification General Counsel
Physical Work Location 1215 O Street, Sacramento, CA, 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Active membership in the California State Bar. Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, document system (copier, facsimile, imaging). Must be regularly available and willing to work the hours CalHHS determines are necessary or desirable to meet its business needs. Travel may be required to attend meetings.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>The California Health and Human Services Agency (CalHHS) oversees 12 departments and five offices that provide a wide range of services in the areas of: health care, mental health, public health, substance use disorder services, income assistance, social services, and assistance to people with disabilities</p> <p>The Attorney III will have a wide variety of subject matters to deal with, providing an environment of challenging, novel and multi-faceted work assignments to further CalHHS' mission of working together with counties, cities, and communities, as well as our public, private, faith, and educational partners to make California a healthy, vibrant, inclusive place to live, play, work, and learn.</p> <p>Under the general direction of the CalHHS General Counsel, the Attorney III works to support the legal needs of the CalHHS' Office of the Secretary on all legal issues. The Attorney performs legal research and services, with discretion and independence. The Attorney provides coordinated, cohesive legal recommendations to the General Counsel, the Secretary, and the Secretary's staff, to ensure consistency of policy, practice and vision by CalHHS departments. Duties include, but are not limited to, the following:</p>	
Percentage of Duties	Essential Functions
40%	<p>Performs research, review and development of legal and public policy decisions affecting all areas of CalHHS' operations and provides recommendations to the Office of the Secretary based on that research and review. Prepares formal and informal legal opinions and memoranda, sensitive legal correspondence, and other formal requests for action or input by CalHHS or its departments. Researches and reviews legal cases, recommendations, briefs, legal strategies, memoranda, digests, summaries, reports, and other legal documents, pertaining to pending or anticipated litigation involving CalHHS or its departments, which may be adjudicated before boards, commissions, hearing officers, administrative law judges, or trial or appellate courts. The Attorney III must be able to research, analyze, appraise, and apply legal principles, facts, and precedents to a wide variety of legal problems and situations, and recommend an effective course of action. The Attorney III may advise and assist CalHHS' Executive staff members on legal matters, technical questions, and policy issues.</p>

25%	The Attorney III will consult with the legal counsels of CalHHS' departments and offices on a wide array of high priority, complex, and/or sensitive legal matters involving significant litigation, program, fiscal, communications or legislative issues requiring the assessment, analysis or interpretation of statutes, regulations, lower court and appellate court decisions, and administrative actions. The Attorney III monitors pending litigation that involves or may impact CalHHS or its departments, confers with the General Counsel, the Office of the Attorney General and department legal counsel on proposed legal strategies and legal policies, and collaborates with department legal counsel. The Attorney III will attend meetings with or on behalf of the General Counsel with the CalHHS Secretary and other Agency Executive staff, department-level Executive staff and their legal counsel, the Governor's Office and other entities in the Administration, as well as with the Legislature.
15%	Researches and develops legal recommendations on appropriate CalHHS actions relative to the California Public Records Act, the Political Reform Act, Bagley Keene Open Meeting Act, the Administrative Procedure Act, the Public Contract Code (including implementing State Administrative Manual and State Contracting Manual policies), the Government Code relating to the jurisdiction of CalHHS and its Secretary, the implementation of Governor's Executive Orders, and other areas of California and federal public law.
10%	Drafts and reviews agreements, requests for proposals and other procurement related documents, policies, and other records on behalf of CalHHS.
10%	Works on special projects, including statewide initiatives led by CalHHS or its General Counsel.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

The Attorney reports directly to and receives assignments from the General Counsel.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
<p>Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>)</p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made: <i>Click here to enter text.</i></p>		

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE