

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5780-901
Classification: Attorney IV	Tenure/Time Base: Limited Term/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: 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 the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for the more complex and sensitive legal work that have significant fiscal, policy, and political impacts on the Department.

The Attorney IV 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 the assigned CDPH Center(s), Division(s), Office(s) (CDOs) and/or program(s). In addition, the Attorney IV will provide expert legal and policy advice specifically regarding all matters of law pertaining to the regulation of radioactive materials, including radioactive waste, in the State of California and to the administration of the state's regulatory programs. The Attorney IV may also be relied upon to directly advise the

CDPH Director and Executive staff members in the California Health and Human Services (CHHS) Agency, and the CDPH Director in assigned project areas; reviewing the work product of other attorneys; and providing training and consultation to Department staff, including other attorneys.

The incumbent works under the general direction of the 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: Up to 5%
- 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)

- 30% Reviews and provides expert legal analysis to the Department on complex matters of law pertaining to his/her assigned CDOs and/or programs. Advises on statutory and regulatory requirements for the conduct of state business, including those for contracts, information management, public records disclosure, open meeting laws, the review and drafting of legislation and regulations, and such other legal issues as may arise. Advises on the Atomic Energy Act of 1954 and obligations of California as an Agreement State under the Act to propound rules, regulations or orders to protect the common defense and security, to protect restricted data, or to guard against the loss or diversion of special nuclear materials. Provides drafting where required of provisions of the California Code of Regulations to ensure compatibility between the regulatory requirements of the U.S. Nuclear Regulatory Commission under the Agreement State program and state radioactive materials control laws.
- 30% Consults with and advises staff from the U.S. Environmental Protection Agency, U.S. Nuclear Regulatory Commission, U.S. Armed Forces, and the California Department of Toxic Substances Control on regulatory issues affecting radioactive materials, including radioactive waste.
- 20% Provides expert legal advice to the Director, the OLS Chief Counsel, Department executive staff, the Health and Human Services Agency, and the Center for Environmental Health management on the California Radiation Control Law and other statutory schemes relating to protection against sources of ionizing radiation, including devices emitting x-rays and radioactive waste materials, and on other complex statutory schemes pertaining to environmental health.
- 10% Act as primary litigation liaison with the California Attorney General's Office. Coordinate and oversee Branch 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. Coordinate and oversee

all Branch referrals to the Department’s Administrative Litigation Unit. Draft formal referrals detailing factual and legal grounds for Branch decisions to deny, suspend, or revoke permits, certificates, licenses, and facility registrations for X-ray machine supervisors and operators, mammography facilities, and users and possessors of radioactive materials. Act as primary Branch liaison with assigned administrative litigation staff.

Marginal Functions (including percentage of time)

5% Responds to inquiries from the Governor’s Office, the CHHS Agency, the Press Office, other state agencies, and the public on assigned issues and projects.

5% 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.

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: 4/14/26