


**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Legal Office 
Position Number 441-110-5795-XXX	Telework Option Hybrid
Classification Attorney III	Working Title Attorney III
Supervision Exercised The Attorney III may be required to act in a lead capacity over the work of other attorneys.	Location Sacramento
Conflict of Interest: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date May 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the general direction of the Assistant Chief Counsel, the Attorney III works as an adept legal counselor to provide client-centered advice and assistance on a broad range of legal issues involving or affecting HCAI operations and programs. As part of a legal office team, the Attorney III advises and represents HCAI in various forums, including public meetings, administrative proceedings, depositions, contract and settlement negotiations, interagency meetings, hearings, and other venues. Requiring minimal supervision, the Attorney III exercises broad discretion while working both collaboratively and independently as needed.

The Attorney III must have knowledge of the general legal provisions under which HCAI programs, boards and commissions operate, including an understanding of the Administrative Procedure Act, the Information Practices Act, the Bagley-Keene Open Meeting Act, and the California Public Records Act. Essential knowledge and experience also includes contracting, conflict of interest, and personnel issues.

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The position is designated under the Department's Conflict of Interest Code.

Essential Job Functions

30% Providing Legal Advice

Provide legal advice to HCAI programs. This includes conducting exceptionally difficult and complex legal research, providing oral and written legal advice; preparing and delivering presentations; and analyzing and developing effective legal strategies to support HCAI's operations. Under general direction, act as the lead attorney on projects including contracts, personnel issues, internal policies, investigations, and others. Serve as hearing officer in administrative hearings.

25% Analyze Pending Legislation

Under general direction, analyze pending legislation and draft bill analyses. Assist and advise HCAI programs, agency and the administration in the development and drafting of proposed legislation. Work collaboratively with HCAI programs to develop, adopt, and amend regulations.

15% Civil Litigation

Act as liaison to the Attorney General's Office, assist in civil litigation involving HCAI; prepare for and represent HCAI in administrative proceedings, including those before the State Personnel Board.

15% Attend Public Meetings

Attend high profile public meetings and provide procedural guidance, legal advice regarding compliance with the Bagley-Keene Open Meeting Act, and support to the boards and committees of HCAI.

10% Requests for Public Records

Respond to requests for public records and subpoenas for the production of documents, and represent HCAI and HCAI staff during discovery, in depositions and at trial in complex matters, as necessary.

Marginal Job Functions

5% Other duties as required, including participating as a presenter in HCAI training activities, maintenance of HCAI Conflict of Interest Code, improving the legal office systems and procedures.

Desirable Qualifications

- Experience acting in a Lead Attorney role, including supervising and/or mentoring other Attorneys.
- Experience acting as a Subject Matter Expert or lead in a team addressing a complex legal issue.
- Experience with health care law.

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- Experience with legal issues around facility construction, health workforce development, or health facility financing.
- Experience with the statutory and regulatory requirements regarding proper handling of sensitive and confidential data.
- Experience analyzing pending legislation.
- Experience interpreting or drafting regulations.
- Experience reviewing and analyzing contracts, including government or IT contracts.
- Experience with progressive discipline actions.
- Experience with litigation.
- Experience with Administrative Hearings.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

In-person and remote meetings, prolonged sitting, reading, and use of the telephone and computer, including Microsoft 365 services; mobility to all HCAI work areas and the ability to travel to meetings outside HCAI; ability to fly to various parts of the State; ability to get along with a diverse group of people and help maintain morale so the Legal Office stays a smoothly functioning unit. Due to the nature of the work, requires the ability to handle a high degree of stress.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.


Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed

**Department of Health Care Access and Information
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Position Number 441-110-5778-XXX	Telework Option Hybrid
Classification Attorney	Working Title Attorney
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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