



**Classification:** Exempt – Assistant General Counsel

**Position Title:** Director, Office of Legal Affairs

**Position Number:** 801-120-6309-001

**Division/Branch:** Program Compliance and Accountability

**Location:** Sacramento, CA

### Job Description Summary

Under general direction of the General Counsel, Covered California, the Assistant General Counsel serves as a senior legal advisor to Covered California, providing strategic legal counsel on complex issues affecting the organization's programs, operations, governance, and compliance obligations; oversees the Office of Legal Affairs, including management of legal staff; and supports executive leadership in addressing significant legal, policy, and operational matters.

### Job Description

#### 25% (E)

Consults with and advises the General Counsel on legal issues affecting Covered California's programs, organizational operations, and policy direction; prepares formal and informal legal opinions; advises executive leadership in the development and implementation of program policies; provides legal advice on programs administered by the Board and on matters raised by external stakeholders, including state agencies; analyzes and responds to legal correspondence and inquiries; and provides strategic counsel on enterprise legal risk and significant initiatives.

#### 25% (E)

Supervise and manages the work of subordinate attorneys and staff; provides direction, review, and oversight of legal work assignments; and acts in the absence of the General Counsel. Evaluates criminal history reports to make a determination of the applicant's fitness for the job based on their record and an individualized assessment, including information provided in or with the Personal History Statement.

#### 20% (E)

Provides legal advice on Covered California's most complex federal and state program contracts and related compliance and audit matters. Advises lead program staff on legal requirements affecting internal systems, operational compliance, privacy, data governance, and implementation of all applicable state and federal laws and regulations. Provides oversight of the Privacy Office and advises on privacy, data governance, and regulatory compliance matters. Provides legal advice and strategic counsel on personnel, labor, and employment matters affecting the organization and its operations.

#### 10% (E)

Consults with, advises, and provides legal guidance to the Board, executive leadership, and staff related to statutory and regulatory requirements applicable to Board deliberations and decision-making, including conflict of interest, public records, and open meeting laws.

### **10% (E)**

Reviews proposed and enacted legislation and regulations for legal, policy, and operational impact; drafts legislation, regulations, and related analyses; and reviews bill analyses and other policy materials for legal sufficiency and programmatic impact.

### **10% (E)**

Represents the Board in administrative hearings; independently performs or directs complex research and the development of legal arguments in litigation and related purposes; and oversees and works with outside counsel on litigation, administrative proceedings, and other complex advisory matters.

### **Scope and Impact**

- a. Consequences of Error: This position exercises a high level of independence and autonomy. The Assistant General Counsel acts as legal advisor to top management, formulates legal policy and participates as a member of top management in the development and implementation of departmental policy.
- b. Administrative Responsibility: The Assistant General Counsel performs the following management responsibilities: supervises and directs the work of professional legal staff; conducts performance evaluations; participates in the selection process for staff; assists in labor relations activities; and develops and oversees an operating budget of \$5,480,455.
- c. Supervision Exercised: The incumbent directly supervises the following classifications: (2) Attorney, Assistant Chief Counsel and (1) Attorney V.
- d. Internal Personal Contacts: Executive Director, General Counsel, executive management, divisional directors, all program staff.
- e. External Personal Contacts: Primary and secondary consumers, Board members, representatives of other state agencies and organizations, the legislature, vendors, contractors, and the general public.

### **Physical and Environmental Demands**

**WORK ENVIRONMENT:** Work in a climate-controlled office under artificial lighting; exposure to computer screens and other basic office equipment; office space is open and thus noisy; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; must be flexible to work days/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment. **ESSENTIAL PHYSICAL CHARACTERISTICS:** The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis and be available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders. Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **Working Conditions and Requirements**

- a. **Schedule:** The incumbent must maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected when necessary to complete assignments in a timely manner. Monday - Friday, 8:00 AM - 5:00 PM are core business hours.
- b. **Travel:** May travel up to 5% of the time to satellite offices and for offsite meetings, presentations, trainings, and conferences.
- c. **Other:** Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information.