

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CIVIL SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

WORKING TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: Performs complex legal work in the Division of Medi-Cal Fraud and Elder Abuse (DMFEA), Civil Section. Prosecutes civil cases in California state courts and federal district courts against a wide variety of health care providers in the Medi-Cal program, with emphasis on state False Claims Act (“FCA”) violations, financial fraud on the Medi-Cal program, and recovery of civil damages. Duties include, but are not limited to, preparing and litigating cases before trial and appellate courts on both the state and federal levels, such as conducting investigations and discovery, conducting complex legal research and analysis, working with investigators and attorneys both within and beyond the Division in all stages of investigations and litigation, and collaborating in multi-jurisdictional efforts targeting Medicaid fraud with legal teams in other states’ Offices of the Attorney General and the U.S. Attorney’s Office in federal districts nationwide, as well as with counsel representing FCA whistleblowers.

SUPERVISION RECEIVED: Is under the general direction of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: The Deputy Attorney General III may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 55% Subject to direction from supervisory staff, performs the following functions related to case management -- independently and/or as part of a civil team initiates and/or manages all stages of civil actions in state and federal courts nationwide for the civil recovery of monetary damages for California’s Medi-Cal Program; develops and assists in civil investigations that precede the Office’s intervention in or filing of civil action; collaborates and consults with agents, auditors, investigators, state and local agency personnel, and other attorneys within or beyond California, as well as private counsel representing FCA whistleblowers; determines appropriate legal theories supporting investigation and/or litigation; evaluates evidence; recommends appropriate post-investigation action; and handles and/or assists in civil resolutions.
- 35% Subject to direction from supervisory staff, performs the following functions related to pre-trial, motion, and trial practice – independently and/or as part of a civil team conducts legal research on complex issues; drafts and files documents, as well as makes court appearances, in all phases of civil investigations and litigation, including pretrial, trial, and post-trial practice; works independently and/or as part of a civil team and/or a state, federal or multi-jurisdictional team to pursue and resolve complex legal and factual issues through litigation, trial, and/or settlement; assists in the preparation of press releases and responses to press contacts; and refers cases to other agencies for other action as appropriate.
- 10% Subject to direction from supervisory staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws,

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CIVIL SECTION
DUTY STATEMENT**

regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts. Provides training to more junior deputies when tasked with doing so.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name

**DEPARTMENT OF JUSTICE
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DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

WORKING TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: Performs some of the more complex and sensitive legal work in the Division of Medi-Cal Fraud and Elder Abuse (DMFEA), Civil Section. Litigates civil cases in California state courts and federal district courts against a wide variety of health care providers in the Medi-Cal program, with emphasis on state False Claims Act ("FCA") violations, financial fraud on the Medi-Cal program, and the recovery of civil damages. Duties include, but are not limited to, preparing and litigating cases of great difficulty in trial and appellate cases in both the state and federal courts. Such work includes conducting investigations and discovery, conducting complex legal research and analysis, working with auditors, investigators and attorneys both within and beyond the Division in all stages of investigations and litigation, and collaborating in multi-jurisdictional efforts targeting Medicaid fraud with legal teams from other states' Offices of the Attorney General and the U.S. Attorneys' Offices in federal districts nationwide, as well as with counsel representing FCA whistleblowers.

SUPERVISION RECEIVED: Is under the general direction of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: The Deputy Attorney General IV may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 55% Subject to direction from supervisory staff, performs the following functions related to case management – independently and/or as part of a civil team initiates and/or manages all stages of some of the more complex and sensitive civil actions in state and federal courts nationwide for the civil recovery of monetary damages for California's Medi-Cal Program; develops and assists in some of the more complex and sensitive civil investigations that precede the office's intervention in or filing of civil actions; collaborates and consults with agents, auditors, investigators, state and local agency personnel, and other attorneys within or beyond California, as well as private counsel representing FCA whistleblowers; determines appropriate legal theories supporting investigation and/or prosecution; evaluates evidence; recommends appropriate post-investigation action; and handles and/or assists in civil resolutions.
- 35% Subject to direction from supervisory staff, performs the following functions related to pre-trial/motion and trial practice –independently and/or as part of a civil team conducts legal research on complex issues; drafts and files documents, as well as makes court appearances, in all phases of some of the more complex and sensitive civil investigations and litigation, including pretrial, trial, and post-trial practice; works independently and/or as part of a civil team and/or a state, federal or multi-jurisdictional team to pursue and resolve complex legal and factual issues through litigation, trial, and/or settlement; assists in the preparation of press releases and responses to press contacts; and refers cases to other agencies for other action as appropriate.

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DUTY STATEMENT**

10% Subject to direction from supervisorial staff, performs the following related to legislative, regulatory, and/or policy analysis – conducts research and prepares written and oral analyses regarding laws, regulations, and/or policies (as well as proposed changes thereto) that affect or may affect the Medi-Cal Program, including those pertinent to the intersection of law, data, and technology and to outreach efforts. Provides training to more junior deputies when tasked with doing so.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name