

**Department of Health Care Access and Information
(Proposed) Duty Statement**

Employee Name Vacant	Organization Legal Office 
Position Number 441-110-5780-xxx	Telework Option Hybrid
Classification Attorney IV	Working Title Attorney IV
Supervision Exercised May be required to act in a lead capacity over the work of other attorneys and staff.	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☒ No ☐
Revision Date July 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 direction of the Assistant Chief Counsel and Chief Counsel, the Attorney IV 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 IV advises and represents HCAI in various forums, including public meetings, administrative proceedings, depositions, contract and settlement negotiations, interagency meetings, hearings, and other venues.

The Attorney IV 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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Essential Job Functions

60% Independently Provide Expert Level Legal Advice

Perform independent expert level legal analysis, often in a lead role, and provide legal representation to all programs and functions within HCAI by interacting directly with HCAI executive staff and with opposing counsel. Typical work includes the following: provide formal and informal oral and written advice; prepare and make formal and informal presentations; conduct exceptionally difficult and complex legal research, including novel legal theories, and understanding of the rapid evolution of the law; interpret laws and regulations; draft regulations, contracts, and prepare correspondence involving legal matters; analyze, appraise, and apply legal principles, facts, and precedents; present statements of fact, law and argument clearly and logically; and analyze situations accurately and adopt an effective course of action.

15% Provide Expert Litigation Advice

As liaison to the Attorney General's Office, assist and advise in the coordination of litigation involving HCAI. Independently prepare for and attend administrative and court proceedings involving HCAI as necessary. Provide expert level of legal advice to HCAI regarding contracting, accounting, budgeting, and personnel issues as needed, including representation before the State Personnel Board.

10% Provide Policy Analysis

Provide expert counsel regarding legislation proposals and meet with legislative staff and advocates. Analyze draft and/or pending legislation and provide recommendations as needed, draft bill analyses. Draft and provide advice to HCAI regarding legislative proposals. Respond to requests for public records, subpoenas, and represent HCAI and HCAI staff during discovery, in depositions and at trial, as necessary.

10% Attend and Advise at Public Meetings

Provide expert level legal advice and support to the various advisory boards and appeals bodies of HCAI. Provide procedural guidance at meetings as well as formal and informal hearings, and technical advice involving the interpretation of statute and regulation.

Marginal Job Functions

5% Other duties as required, including mentoring junior attorneys, participating as a presenter in HCAI training activities, maintaining HCAI policies, and improving the Legal Office systems and procedures. Other duties as required, including the maintenance of HCAI's Conflict of Interest Code. Additional duties may include the representation of HCAI before other administrative boards and tribunals and providing legal guidance in other contexts.

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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 on a regular basis; 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