

DUTY STATEMENT

Classification: Attorney III	
Working Title: Attorney III	
Program:	
Division: Office of Legal Services	
Branch: Program Integrity and Compliance	
Section: Compliance and Enforcement	
Unit: Enforcement	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R02	Position Number: 803-030-5795-XXX
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the direction of the Attorney, Assistant Chief Counsel, the Attorney III provides senior-level legal support and counsel to the Director, Executive Staff, and the various program and operational divisions in the Department on complex and sensitive legal issues related to the Medi-Cal program. The Attorney III is also responsible for providing comprehensive legal support to the Department's various divisions and programs, including in the areas of health care programs, health care delivery systems, financing, contracting, administrative litigation, behavioral health, licensing, privacy and more. The Attorney III assists in the legal component of each division's workload, as well as any litigation of any other legal issues that arise as a result of the Department's activities and programs. The Attorney III has the ability to function under pressure in time- and politically-sensitive situations and to complete work on an expedited basis with minimal supervision. The Attorney III has excellent research, analytical, and writing skills, experience in drafting and reviewing legislation, regulations, and related legal correspondence, and provides sophisticated legal advice on complex issues, both in writing and verbally in meetings. The Attorney III is also responsible for serving as a liaison to the Attorney General's Office on complex sensitive litigation for the Department. Travel of up to 5% may be required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:

% of Time	Essential Functions
40%	Independently perform research, analysis, and preparation of written legal opinions and litigation briefs on the most complex issues in Medicaid/Medi-Cal and related laws. Draft and review legislation and regulations, amendments to statutes and regulations, contracts, federal waivers, and California State Plan Amendments, for the Medi-Cal program.
40%	Independently provide legal advice, recommendations of courses of action and sophisticated alternatives for highly complex cases and issues involving Medi-Cal. Independently analyze proposed and actual changes in federal Medicaid law and policy and how the changes affect Medi-Cal law and the State Medi-Cal program.
15%	Advise and provide expert consultation to other attorneys within the OLS and external to the OLS who in interface with Medi-Cal. Provide consultation to other state departments and local governmental agencies. Travel of up to 5% may be required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):Attorney, Assistant Chief Counsel.**Supervision Exercised: (check all that apply)**☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☒ Valid Professional License (please specify): California State Bar License**Desirable Qualifications:**

- Strong written and oral communication skills
- Ability to exercise a high degree of initiative, flexibility, and confidentiality
- Ability to use good judgment on assigned work
- Background and interest in health law
- Familiarity with legal ethics and conflicts of interest under the California Rules of Professional Conduct, State Bar Act, and selected California Rules of Court
- A commitment to public service
- Dependable and reliable attendance

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Stephanie Grzovic

Analyst Signature:

Stephanie Grzovic

Digitally signed by Stephanie Grzovic
Date: 2026.07.15 15:02:30 -07'00'

Date:

07/15/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. Under Supervision: The position is subject to continuous and direct control. Under General Supervision: The position is subject to a minimum of continuous and direct control. Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker. Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).