

DUTY STATEMENT

Employee Name:	
Classification: Attorney	Effective Date:
Working Title: Attorney	Position Number: 312-500-5778-XXX
Collective Bargaining Unit: R02	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Division/Branch/Unit: Legal Division	Tenure/Time Base: Permanent / Full Time

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

Under direction of the Attorney Supervisor the incumbent conducts legal research, represents and advises EMSA in settlement negotiations and prepares cases for hearings. Provides legal advice to the various divisions of the EMSA as directed by the Attorney Supervisor. Under the supervision of the Attorney Supervisor, acts as liaison between EMSA and the Office of the Attorney General in complex litigation matters.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ DMV Pull Notice Required
- ☒ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel Required: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Active membership in The California State Bar.
- ☒ Telework Eligible: This position may be eligible for telework. The amount of telework permitted is at the discretion of the Department and is subject to change.
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Conducts legal research in order to respond to motions from respondent's counsel and prepare written opinions for the consideration of the Attorney Supervisor to certify compliance with procedures and standards set forth in the Administrative Procedure Act (APA) utilizing standard legal research procedures and adhering to government codes and regulations.
- 15% Represents and advises EMSA in settlement negotiations paramedic licensee investigations and discipline issues, and legal hearings by preparing accusation, statements of issues, and correspondence for licensee discipline, reviewing appeals, and providing legal guidance to the EMSA's in order to provide accurate legal assessments to management, statewide legal representation in hearings for EMSA, and guidance to stakeholders to provide support for the Professional Standards Division's licensure and enforcement sections and state and federal regulations are met utilizing knowledge of EMSA and State policies and procedure.
- 10% Prepares cases for hearings by working closely with investigators and enforcement staff, interviewing witnesses, preparing subpoenas and hearing exhibits, reviewing discovery production discovery prior to mailing, and reviewing incoming discovery from Respondent's counsel utilizing knowledge of the legal field, legal research, and best practices in order to evaluate legal issues and formulate responses to provide

accurate understanding and responses to the legal issues within EMSA.

- 10% Provides legal advice to the various divisions of the EMSA as directed by the Attorney Supervisor, reviews documents and or various communications such as emails, memos, and informal opinions in order to provide sound legal advice to EMSA leadership to certify compliance with state and federal regulations.
- 10% Supports more senior attorney staff in assisting EMSA management to formulate policies and strategies taking into consideration current laws and regulations and making recommendations for potential laws and regulations in accordance with policy initiatives.
- 10% Under the supervision of the Attorney Supervisor, acts as liaison between EMSA and the Office of the Attorney General in complex litigation matters by participating in all aspects of the litigation, including all law and motion matters, all discovery matters, all settlement and/or mediation negotiations, all pre-trial proceedings, and all trial matters

Marginal Functions (including percentage of time)

- 5% Analyzes settlement options and seeks appropriate authority for options. Timely and thoroughly provide status reports to the Attorney Supervisor, Chief Counsel and EMSA leadership.
- 5% Works cooperatively with EMSA management and staff to address and draft legislation and regulations. Assists program management through the process of adoption of regulations. Other duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature		Employee's Signature	

HRD Use Only:

Approved By: CO

Date: 7/29/26