

DUTY STATEMENT

Classification: Attorney III	
Working Title: Attorney III	
Program:	
Division: Office of Legal Services	
Branch: Delivery Systems and Behavioral Health	
Section:	
Unit:	
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:

Analyst Signature:

Date:

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: