

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5780-020
Classification: Attorney IV	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney IV	Work Location: 1415 L Street, Suite 500 Sacramento, CA 95814
Collective Bargaining Unit: R02	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Operations and Administrative Litigation

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.

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by handling the more difficult, complex, and sensitive administrative litigation for the Department related to regulatory matters. This position also handles the more difficult, complex and sensitive matters arising from the Department administrative, personnel and compliance operations.

The Attorney IV independently provides legal and policy advice on administrative, procedural, and regulatory issues and projects that have a significant impact on public health and health policy, and political impact on the Department. The Attorney IV must function reliably and independently with broad discretion, under great pressure in politically sensitive situations, and be able to complete the work required within strict time requirements, or on an expedited basis, with minimum supervision.

The incumbent may also be relied upon to directly and expertly advise the CDPH Director, the Department, and the California Health and Human Services (CHHS) Agency Executive staff members. The incumbent must be able to work cooperatively with the CDPH management and maintain exemplary work habits in the most complex areas of federal and state law.

The incumbent works under the general direction of the Career Executive Assignment (CEA) Assistant Chief Counsel (SACC) for the Operations and Administration Litigation team within the Office of Legal Services (OLS).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Active membership in the California State Bar
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Represents the Department before the Office of Administrative Hearings and other tribunals involving appeals of actions to revoke or deny licensure of health facilities and clinics; hospital immediate jeopardy administrative penalty appeals; long term care facility citations; radiologic health program enforcement actions; and appeals from penalty assessments for privacy breaches and failure to timely report adverse events in health facilities and clinics. The Attorney IV will also serve, as needed, as the Department's liaison to the Office of the Attorney General in Code of Civil Procedure (CCP) 1085 writ appeals.
- 30% Provides Departmental management with legal advice regarding, and representation on, the more sensitive, difficult, and complex matters arising from the Department's administrative, personnel and compliance operations; researches, interprets, and provides legal opinions concerning the more sensitive, difficult, and complex federal and state laws and regulations related to all aspects of public health; and monitors and reports to the CEA ACC on legal law trends and potential liability for the Department. Acts as a key advisor and resource to Departmental management regarding the practical impact of changes to legislation for these areas..
- 25% Leads and provides direction to lower-level staff attorneys assigned to the Operations and Administrative Litigation team to assure consistency in legal advice and services and effective representation of the Department in cases. Works with the CEA ACC, ACC and colleagues to develop, implement, and maintain the team's tracking system for litigation matters to improve consistency and efficiency of case resolution, as well as work to increase settlement value percentages. Provides litigation training to the Executive team, managers, and supervisors.

Marginal Functions (including percentage of time)

5% May act in a lead capacity in responding to inquiries from the Governor's Office, the CHHS Agency, other state agencies, and the public on assigned issues and projects. Performs other Attorney IV job-related duties as required.

☐ 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	Date	Employee's Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 8/26/26

