

**DUTY STATEMENT**

|                                                     |                                                                    |
|-----------------------------------------------------|--------------------------------------------------------------------|
| Employee Name:                                      | Position Number:<br><b>580-140-5778-054</b>                        |
| Classification:<br>Attorney                         | Tenure/Time Base:<br>Permanent/Full-Time                           |
| Working Title:<br>Attorney                          | Work Location:<br>1415 L Street, Suite 500<br>Sacramento, CA 95814 |
| Collective Bargaining Unit:<br>R02                  | Position Eligible for Telework (Yes/No):<br>Yes                    |
| Center/Office/Division:<br>Office of Legal Services | Branch/Section/Unit:<br>Public Health Programs Team                |

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 being responsible for legal work that has significant fiscal, policy, and political impact on the Department and by improving state health outcomes by advancing protective measures and reducing risk for Department operations.

The Attorney is responsible for sensitive legal work that has significant fiscal, policy, and political impact on the Department for the California Department of Public Health (Department). This Attorney is assigned to the Office of Legal Services, Public Health Programs (PHP) Team, and will serve as in-house counsel to one or more CDPH programs.

The incumbent works under the direction of an Assistant Chief Counsel (ACC) of the PHP team within the OLS.

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**Special Requirements**

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- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification:
- ☐ Other:

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**Essential Functions (including percentage of time)**

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- 40% Advises on statutory and regulatory requirements for the conduct of state business, including those for contracts, information management, public records disclosure, open meeting laws, program administrative policies and procedures and such other legal issues as may arise. Undertakes legal research in less complex areas of both federal and state law and provides oral and written legal analysis to key decision makers within and outside of the Department, including staff within Department programs, Chief Counsel, the Director of CDPH. The Attorney will advise the Director, Executive Staff, and upper management, Health and Human Services Agency and Governor's Office, as needed, under the direction of the ACC for the PHP Team within OLS.
- 30% Provides legal and policy advice to the Director, the OLS Chief Counsel, Department executive staff, the Health and Human Services Agency, and the management on less complex legal issues. Works with executive leadership, program staff and the Office of Legislative and Governmental Affairs to develop positions on, and assist in, drafting of legislation and bill analyses. Prepares and reviews regulations and assists in responding to informal stakeholder engagement. Coordinates and reviews program responses to formal public comments. Prepares and reviews procurements, contracts, notices, decision memorandum and other documents of legal consequence. Coordinates with other OLS attorneys to ensure consistent legal interpretation, strategy, and advice on such issues.
- 15% Serves as a liaison to the California Attorney General's Office in litigation involving challenges to assigned CDPH programs. Coordinates and oversees responses to formal discovery and litigation-related Public Records Act requests. Drafts factual summaries and legal points and authorities in support of Department positions. Provides litigation support to the Attorney General's Office in litigation filed against/or involving the Department stemming from, among other things, APA challenges as well as administrative decisions on appeal, which support includes, but is not limited to, legal correspondence, negotiation, and developing strategies and tactics in matters of significance to the Department.
- 10% Provides immediate oral or informal written advice to program management, as needed, regarding topical matters, including compliance with state administrative requirements. May assist in responding to inquiries from the Governor's Office, the California Health and Human Services Agency, the Press Office, other state agencies, and the public on assigned issues and

projects.

**Marginal Functions (including percentage of time)**

5% Performs other work-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: J.A.

Date: MAY 26