

**Department of Health Care Access and Information
Duty Statement**



Employee Name Vacant	Organization Department of Health Care Access and Information (HCAI) Office of Health Information Community Impact Branch Hospital Fair Billing Program
Position Number 441-511-5780-XXX	Telework Option Hybrid
Classification Attorney IV	Working Title Lead Senior Counsel
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date August 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the general direction of the Assistant Chief Counsel of the Hospital Fair Billing Program, the Attorney IV (Lead Senior Counsel) provides direction and leadership pertaining to the more complex, novel, difficult, and sensitive legal issues related to the Hospital Fair Billing Program and the implementation of Assembly Bill 1312.

The Hospital Fair Billing Program is responsible for ensuring that hospitals comply with the laws regarding health care debt and fair billing, as set forth at Article 1, Chapter 2.5, Part 2, Division 107 of the Health and Safety Code (Section 127400 et seq.), including requirements for hospital discount payment, charity care, and debt collection policies. In addition to reviewing these policies for compliance, the Program receives consumer complaints, conducts investigations and assesses penalties when warranted, pursues enforcement actions as necessary through the administrative hearing process and administers an appeal process from administrative penalties.

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Essential Job Functions

- 40%** Provides strategic guidance and leadership on legal matters associated with the Hospital Fair Billing Program, including overseeing the implementation of Assembly Bill 1312. Core responsibilities include directing and managing all aspects related to the execution of Assembly Bill 1312; review of violations of the Hospital Fair Pricing Act and corresponding regulations that are identified by unit attorneys and advisers to confirm the violation and appropriateness of assessed penalty amounts; review, evaluate, and resolve the most complex, novel, difficult, and sensitive legal issues related to policy review and patient fair billing complaints; prepare correspondence to hospitals, consumers, advocates, and/or private counsel regarding policy review and the investigation and resolution of consumer complaints; act in lead role in the development and implementation of legal and departmental policies and procedures related to the Hospital Fair Billing Program.
- 25%** Provide expert level legal advice and conduct special projects involved in the enforcement of the Hospital Fair Pricing Act and corresponding regulations; act as subject matter expert in enforcement actions and penalty allocations against hospitals for violations of the Hospital Fair Pricing Act; prepare interpretive opinions and analyses of the law and facts of a case or inquiry to support recommendations to upper management. Opinions may be presented in oral or written briefing formats.
- 20%** Review hospital filings related to the Hospital Fair Pricing Act; prepare reports for the Assistant Chief Counsel; review and edit reports/memoranda prepared by unit attorneys and advisers concerning identified violations of applicable laws.
- 10%** Analyze pending legislation and draft bill analyses; assist and advise HCAI programs, agency, and the administration in the development and drafting of proposed legislation affecting the Hospital Fair Billing Program; work collaboratively with HCAI programs to develop, adopt, and amend regulations.

Marginal Job Functions

- 5%** Other duties as required within the scope of this classification, including mentoring attorneys, participating as presenter in HCAI training activities, maintaining HCAI policies, and improving Program systems and procedures.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written

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documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed