

Department of Health Care Access and Information Duty Statement

Employee Name Vacant	Organization Office of Health Care Affordability (OHCA) Health Systems Compliance	
Position Number 441-609-5780-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 8-28-2026	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, the Attorney IV performs the most difficult, complex, sensitive, and specialized legal work for the Office. The Attorney IV uses broad discretion and works independently as a legal expert to provide client-centered legal and policy advice and assistance to the Office on a wide range of areas, including development of OHCA program regulations, the Bagley-Keene Open Meeting Act, conflict of interest laws, the California Public Records Act, confidentiality laws, health care law, and health care competition laws and analysis. The Attorney IV must possess the ability and acumen to work with health care consultants, financial audit staff, economists, and other health care experts.

The Attorney IV consistently demonstrates professionalism in their interactions with executive leadership, program managers, other state entities, and stakeholders, while performing multiple tasks that often require stringent deadlines. The Attorney IV ably performs under pressure in time sensitive situations, communicates effectively both orally and in writing to provide sound legal

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opinions and high-quality, well-researched work products and presentations, demonstrates good judgment, and acts with high ethical standards.

Essential Job Functions

30 % Transaction Review Program

Review notices of health care entity agreements and transactions involving material changes to identify transactions subject to Cost and Market Impact Reviews. Work activities include review of contracts for proposed transactions; legal research on potentially complex or novel business arrangements; collaboration with OHCA Research Data Scientists to review documentation related to the agreements and transactions; work with economic experts in identifying market competition impacts and legal issues arising in the Cost and Market Impact Reviews; and preparing presentations and written reports with analysis and recommendations.

25% OHCA Program Implementation and Regulation Development

Perform independent expert level legal analysis, in a lead role, and provide legal representation to all programs and functions of OHCA. Serve in a lead capacity to promulgate OHCA program regulations to define and clarify OHCA statutory requirements, processes, and compliance. Typical work includes statutory interpretation and analysis and preparing related memos or presentations; drafting and revising regulatory language; interacting with OHCA program staff and consultants to identify any legal issues and risks; preparing written responses to stakeholder comments; and direct communications with the Office of Administrative Law to help ensure regulations are approved.

20% Compliance Support for OHCA Data Collection, Development of Spending Targets, and Progressive Enforcement

Act in a lead capacity for OHCA on health care entity compliance with OHCA data submission requirements, cost targets, development of performance improvement plans, and assessment of associated administrative penalties. Work will include preparing written correspondence to health care entities, administrative subpoenas and discovery, and developing corrective action plans..

15% General Legal Support and Litigation Oversight

Perform difficult and complex legal research and analysis, provide legal opinions and advice through written work and oral presentations, both formal, and informal. Assess, analyze, and anticipate legal risks related to policy and program decisions and compliance with federal and state laws regarding data collection and restrictions, privacy, and confidentiality, and advise OHCA leadership, accordingly. Perform complex legal research for any litigation involving OHCA. Compile and review documents and information responsive to discovery requests. Act as a liaison to the Attorney General's Office to assist and advise in the coordination of any litigation involving OHCA.

5% Public Records Act Requests, Bagley-Keene, and Conflicts of Interest

Attend public meetings and provide procedural guidance and advice on compliance with the Bagley-Keene Open Meeting Act. Review OHCA communications and reports to

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identify applicable legal issues. Research and analyze nuanced conflict of interest issues and confidentiality requirements unique to the OHCA statute and generally, under applicable laws. Act in lead capacity to advise on legal issues related to stakeholder communications and in responding to requests under the Public Records Act.

Marginal Job Functions

5% Miscellaneous

Other duties as required, including mentoring Attorney IIIs, presentations on OHCA training activities, maintaining OHCA policies, and improving OHCA systems and procedures. Additional duties may include testimony before the legislature, other administrative boards, and providing legal guidance related to OHCA activities which intersect with other divisions of HCAI.

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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

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

**Department of Health Care Access and Information
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Employee Name Vacant	Organization Office of Health Care Affordability (OHCA) Health Systems Compliance	
Position Number 441-609-5795-XXX	Telework Option Hybrid	
Classification Attorney III	Working Title Senior Counsel	
Supervision Exercised None	Location Sacramento	
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒	
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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, the Attorney III performs complex and sensitive legal work for the Office. The Attorney III works both independently and as part of a team to provide client-centered legal and policy advice and assistance to the Office on a wide range of areas, including development of OHCA program regulations, the Bagley-Keene Open Meeting Act, conflict of interest laws, the California Public Records Act, confidentiality laws, health care law, and health care competition laws and analysis. The Attorney III will work closely and interact regularly with more senior attorneys, health care consultants, financial audit staff, economists, and other health care experts.

The Attorney III consistently demonstrates professionalism in their interactions with executive leadership, program managers, other state entities, and stakeholders, while performing multiple tasks that often require stringent deadlines. The Attorney III ably performs under pressure in time sensitive situations, communicates effectively both orally and in writing to provide sound legal

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opinions and high-quality, well-researched work products and presentations, demonstrates good judgment, and acts with high ethical standards.

Essential Job Functions

30 % Transaction Review Program

With limited supervision, review notices of health care entity agreements and transactions involving material changes to identify transactions subject to Cost and Market Impact Reviews. Work activities include research on potentially complex or novel business arrangements; review and analysis of contracts for proposed transactions; work with OHCA Research Data Scientists to review documentation related to the agreements and transactions; work with economic experts in identifying market competition impacts and legal issues arising in the Cost and Market Impact Reviews; and preparing written reports and presentations with analysis and recommendations.

25% OHCA Program Implementation and Regulation Development

Provide legal analysis, research, and advice pertaining to OHCA statutes, functions, programs, and policies. Perform assignments related to the promulgation of regulations to define and clarify OHCA statutory requirements, processes, and compliance. Typical work includes statutory interpretation and analysis; research on relevant federal laws and regulations as well as from other states and preparing related memos or presentations; drafting and revising regulatory language and supporting documents for rulemaking packages; work with interdisciplinary program staff to provide legal guidance; preparing presentations for internal and external stakeholders; drafting responses to stakeholder comments; and communications with the Office of Administrative Law related to OHCA rulemaking packages

20% Compliance Support for OHCA Data Collection, Development of Spending Targets, and Progressive Enforcement

Perform work on matters related to health care entity compliance with OHCA data submission requirements, cost targets, development of performance improvement plans, and assessment of associated administrative penalties. With limited supervision prepare written correspondence to health care entities; administrative subpoenas and discovery; draft corrective action plans; and coordinate submission of legal findings for compliance related issues and Cost and Market Impact Reviews to other state agencies, including the Department of Managed Health Care and the Attorney General's Office.

15% General Legal Support and Litigation Oversight

Perform legal research and analysis, provide legal opinions and advice through written work and oral presentations, both formal, and informal. Assess, analyze, and anticipate legal risks related to policy and program decisions and compliance with federal and state laws regarding data collection and restrictions, privacy, and confidentiality. Assist with legal research for any litigation involving OHCA. Compile and review documents and information responsive to discovery requests. Act as a liaison to the Attorney General's Office to assist and advise in the coordination of any litigation involving OHCA.

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5% Public Records Act Requests, Bagley-Keene, and Conflicts of Interest

Attend public meetings and provide procedural guidance and advice on compliance with the Bagley-Keene Open Meeting Act. Review OHCA communications and reports to identify applicable legal issues. Research and analyze nuanced conflict of interest issues and confidentiality requirements unique to the OHCA statute and generally, under applicable laws. Act in lead capacity to advise on legal issues related to stakeholder communications and in responding to requests under the Public Records Act.

Marginal Job Functions

5% Miscellaneous

Other duties as required, presentations on OHCA training activities; maintaining OHCA policies; improving OHCA systems and procedures; and research on sensitive and complex legal issues impacting OHCA and other divisions of HCAI.

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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

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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