# DUTY STATEMENT

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| Classification: Attorney IV | |
| Working Title: Attorney IV | |
| Program: | |
| Division: Office of Legal Services (OLS) | |
| Section: Benefits and Eligibility Section | |
| Branch: Benefits, Eligibility, and Operations | |
| Unit: | |
| Office Location: | |
| COI Position: ☑ Yes ☐ No | Telework Eligible: ☑ Yes ☐ No |
| CBID: R02 | Position Number: 803-030-5780-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:**

Attorney IVs are the most experienced Attorneys in the Office of Legal Services (OLS). The Attorney IV is responsible for handling the most difficult and complex Medi-Cal, general government health law, and privacy law including in programs and areas such as Fiscal and Financing, Benefits, Eligibility, and Operations, Delivery Systems and Behavioral Health, and Program Integrity and Compliance. The Attorney IV handles projects that have the most significant program, policy, fiscal, and political impact on the Department.

Assignments involve novel theories and/or practice in rapidly evolving areas of law and with opposing counsel or representatives who have a high level of experience and specialization. The Attorney IV must function independently and under great pressure, and in politically sensitive situations and be proactive in identifying and recommending solutions for new and complicated issues. The incumbent must complete their work within strict time requirements or on an expedited basis with minimal supervision.

The Attorney IV is relied upon to directly advise the Career Executive Assignment, Assistant Chief Counsels (CEA-ACC), Attorney, Assistant Chief Counsels (Attorney, ACCs), Assistant Deputy Director and Deputy Chief Counsel (ADD and DCC), Deputy Chief Counsel (DCC), and the Deputy Director and Chief Counsel (DD and CC); and provides legal counsel and advice to the Department's Directorate and managers, the Legislature, the California Health and Human Services Agency (CalHHS), and the Governor's Office regarding issues related to program and Department litigation. The Attorney IV may act as a lead attorney.

**Job Summary (cont):**

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.

*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: | |
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| **% of Time** | **Essential Functions** |
| 40% | Provides analyses and policy recommendations on potential options available in implementing federal and state laws, regulations, and policies and procedures. Independently performs research, analysis, and preparation of written legal opinions on the most complex issues in Medicaid/Medi-Cal law.<br><br>Drafts and reviews legislation and regulations, including amendments to statutes and regulations; and State Plan Amendments or Waivers, for the Medi-Cal program; and bulletins, policy letters, and information notices, among others. Drafts and analyses legal and privacy documents, including policies and procedures, memoranda, manuals, digests, summaries and reports. |
| 30% | Independently analyzes proposed and actual changes in federal Medicaid law and policy and how the changes affect Medi-Cal law and the State Medi-Cal program; and provides legal advice, recommended courses of action and sophisticated alternatives for highly complex legal issues involving the Medi-Cal program. |
| 15% | Performs research and provides expert oral and written legal analyses and counsel for the most complex issues concerning the Medi-Cal program, general government operations and administration of the Department; as well as appropriate defense strategies for Department litigation, including possible alternatives and the fiscal, policy and political consequences of those alternatives. The incumbent makes legal recommendations regarding house counsel and litigation matters to the CEA-ACCs, Attorney, ACCs, ADD and DCC, DCC, DD and CC, and Department managers and staff. |
| 10% | Acts as a liaison with and responds to inquiries from state agency/officers, local and federal officials, advocacy groups and members of the public, relating to the Department's programs and operation. Evaluates and prepares witnesses and discovery responses; and provides effective and timely litigation support to the Attorney General's Office. Advises and provides expert consultation to other attorneys within the OLS and external to the OLS who interface with the Medi-Cal program or the Department.<br><br>Provides consultation to other state departments, school districts, counties, and local governmental agencies that have programs administered in conjunction with the Medi-Cal program and/or entities that seek to utilize federal funding. Meets with private counsel whose clients' interests conflict with those of the State.<br><br>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** |
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| **% 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:**

- Knowledge of Title XIX of the Social Security Act; the state Medi-Cal program; and related programs and divisions of the Department
- 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
- Experience representing clients in litigation matters before administrative, state, and/or federal courts,including negotiation and mediation experience
- House counsel experience
- Superior research, analytical, interpersonal, written and verbal communication skills
- Ability to exercise a high degree of initiative, flexibility, tact and diplomacy, judgement and confidentiality
- Experience advising clients on sensitive political issues
- Ability and commitment to work collaboratively and maintain professional and collaborative relationships

**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: |
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**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: |
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**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: |
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