# DUTY STATEMENT

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|---|---|
| Classification: Attorney | |
| Working Title: Attorney | |
| Program: | |
| Division: Office of Legal Services (OLS) | |
| Branch: Program Intergrity and Compliance Branch | |
| Section: Program Integrity - Audits Section | |
| Unit: | |
| Office Location: | |
| COI Position: ☑ Yes ☐ No | Telework Eligible: ☑ Yes ☐ No |
| CBID: R02 | Position Number: 803-030-5778-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:**

The Attorney is responsible for providing a broad spectrum of legal support to the Director, Executive Staff, and Department program managers and staff; and works collaboratively with other attorneys within the OLS.

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.

**Job Summary (cont):**

*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: | |
|---|---|
| **% of Time** | **Essential Functions** |
| 25% | Conduct legal research and prepare legal opinions and advisory memoranda for the Director, executive staff and program managers on diverse and complex legal issues involving the Medi-Cal program and other public health coverage programs, including but not limited to program integrity, mental health and substance use disorder programs, government finances, public records and privacy rights. |
| 25% | Interpret state and federal statutes and regulations relevant to the Medi-Cal and other public health programs and advise program managers and staff on how such statutes and regulations will affect ongoing activities. Prepare suggested courses of action. |
| 25% | Assist in the coordination of litigation strategy with the Attorney General's Office to defend a spectrum of cases brought against the Department under both federal and state law. Represent the Department before administrative tribunals, including engaging in discovery and settlement negotiations with opposing counsel. |
| 10% | Review and edit proposed state regulations, policy letters, provider bulletins, manuals and correspondence from other state and local agencies, and requisite correspondence and documents submitted to the Centers of Medicaid & Medicare Services (e.g., waivers, State Plan Amendments) and other control agencies regarding the Medi-Cal and other public health coverage programs. |
| 10% | Review and draft proposed legislative language for new and amended state and federal statutes, review and comment on legislative proposals, bill analyses and otherwise assist the Department's Office of Legislative and Governmental Affairs with the annual legislative process.<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** |
| | |
| **% 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:**

- Litigation experience, including hearings, trials, alternative dispute resolution, and discovery
- Background and/or interest in health care law
- Experience drafting, reviewing and editing legal documents including State Plan Amendments, regulations and legal notices
- Strong written and oral communication skills
- Ability to exercise a high degree of initiative, flexibility and confidentiality
- Dependable, punctual, and excellent attendance
- Ability to conduct legal research and writing under short deadlines

**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: |
|---|---|---|
| Stephanie Grzovic | Stephanie Grzovic Digitally signed by Stephanie Grzovic Date: 2026.04.23 12:35:58 -07'00' | 04/23/2026 |

**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: |
|---|---|---|
| | | |

**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: |
|---|---|---|
| | | |

# DHCS Office Locations

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

| Northern California (CA) | |
|---|---|
| Sacramento, CA | DHCS East End Complex, Sacramento, CA 95814 |
| San Francisco, CA | 455 Golden Gate Avenue, San Francisco, CA, 94102 |
| Richmond, CA | 850 Marina Bay Parkway, Richmond, CA, 94804 |

| Central CA | |
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| Fresno, CA | 7112 N. Fresno Street, Fresno, CA, 93720 |

| Southern CA | |
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| Los Angeles, CA | 311 S. Spring Street, Los Angeles, CA |
| Santa Ana, CA | 2 MacArthur Place, Santa Ana, CA, 92707 |
| Rancho Cucamonga, CA | 11175 Azusa Court, Rancho Cucamonga, CA, 91730 |
| Burbank, CA | 1405 N. San Fernando Blvd, Burbank, CA, 91504 |
| San Diego, CA | 7575 Metropolitan Drive, San Diego, CA, 92108 |

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.