Office of Technology & Solutions Integration
CALIFORNIA HEALTH & HUMAN SERVICES AGENCY

☒ Current
☐ Proposed

DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Attorney IV	Working Title Senior Attorney, Data Privacy and Technology
Employee Name Vacant	Position Number 791-560-5780-001
Project/Division Name Legal Division	Supervisor's Name Mark Owens
Unit	Supervisor's Classification Chief Counsel (Exempt)
Physical Work Location 2870 Gateway Oaks Drive, Suite 150	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date TBD	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ Requires Fingerprinting & Background Check
☐ May be Required to Work in Multiple Locations
☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*:

N/A

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions):

Under the general direction of the Chief Counsel (Exempt), the incumbent completes the more complex, difficult and sensitive legal assignments while exercising independent legal judgment. The incumbent provides legal counsel on a broad range of issue to the California Health and Human Services Agency (CalHHS) Office of Technology and Solutions Integration (OTSI) staff, managers, executives and external partners. This position supports emerging areas of Information Technology (IT) and Data law including subject matters related to data privacy (including protection of health information), open government, public contracting law, state and federal government IT procurement law, and other IT and Data areas that have a significant impact on OTSI operations.

Percentage of Duties	Essential Functions
35%	Provides legal guidance and opinions to staff, managers, and executives, on the more complex, difficult and sensitive legal issues and policy matters, to ensure adherence to California and federal statutes, regulations, and policies. Additionally, this position: • Provides written and verbal advice regarding compliance and enforcement of data privacy laws such as the Health Information Portability and Accountability Act (HIPAA), the federal Common Rule (45 C.F.R. 46), Federal wide Assurances (FWAs), research regulations of the Food and Drug Administration (FDA; 21 C.F.R. 50), the California Information Practices Act (Civ. Code 1798.24(t)), and other federal and state laws regarding the protection of data; • Attends public meetings of the Committee for the Protection of Human Subjects (CPHS) and provide written and oral advice regarding open meeting laws (e.g., Bagley Keene Open Meeting Act) and the California Public Records Act; and • Reviews the more complex, difficult and sensitive and high-profile contracts of the various OTSI-managed IT projects and divisions for compliance with law, policy, and sound legal judgment.

25%	Advises, confers, and provides consultation on the more complex, difficult and sensitive legal matters, for internal and external partners such as OTSI Leaders and team members, External Project Sponsors/Departments and the California Health and Human Services Agency (CalHHS), as necessary to: • Draft IT contracts, data use agreements, interagency agreements, memoranda of understanding, and business use case proposals. • Support project management and procurement issues regarding state and federal requirements governing the acquisition and management of IT projects; • Prepare written opinions regarding challenging and complex contract and procurement issues, software licensing, generative artificial intelligence (GenAI), conflicts of interest/ethics, and other similar governmental issues. • Support complex, sensitive, and high-profile contract negotiations.
20%	Prepares written opinions to resolve the more complex, difficult, sensitive, and/or high-profile questions of law; advises the Director, the Executive Team, and management staff with respect to all pertinent matters; represents the OTSI to various state and federal oversight agencies including, but not limited to, the California Department of Technology (CDT) and the California Department of General Services (DGS); provides guidance on responding to various state and federal stakeholder agencies including, but not limited to, the U.S. Department of Agriculture—Food and Nutrition Service, the U.S. Department of Health and Human Services—Administration for Children and Families, the Centers for Medicare-Medicaid Services, and the General Services Administration; and assist in the preparation of OTSI policy documents and proposed legislation.
15%	Reviews and advises on the release of public records pursuant to the California Public Records Act or other legal process; assist the Information Security Office with the review of information security contract and policy language; provides training as instructed to staff; attends meetings with sponsor departments, CalHHS, the Governor's Office, Department of Justice, and others; and advocate the OTSI's position in proceedings before various boards and commissions, including representing the OTSI in depositions, administrative proceedings, hearings, and/or other legal proceedings involving a wide variety of matters—such matters include, but are not limited to, litigation, proceedings relative to contract negotiations, settlements, and arbitrations.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Infrequent (7-12%)	Sitting:	Frequent (51-75%)
Walking:	Occasional (13-25%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artificial Lighting	Pushing/Pulling:	Not Applicable
Lifting:	Not Applicable	Bending/Stooping:	1-25%

Other: *Click here to enter text.*

Type of Environment: a. Office b. N/A

Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)*

N/A

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)	
Employee's Signature	Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	CS	1/2/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE**
- **FILE A COPY IN THE SUPERVISOR'S DROP FILE**

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DUTY STATEMENT

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Civil Service Classification Attorney III	Working Title Attorney, Data Privacy and Technology
Employee Name Vacant	Position Number 791-560-5795-001
Project/Division Name Legal Division	Supervisor's Name Mark Owens
Unit	Supervisor's Classification Chief Counsel (Exempt)
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