DUTY STATEMENT

Employee Name:	Position Number: **580-140-5795-021**
Classification: Attorney III	Tenure/Time Base: Permanent / Full-Time
Working Title: Attorney III	Work Location: 1415 L Street, Suite 500, Sacramento, CA 95814
Collective Bargaining Unit: R02	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Operations and Administrative Litigation

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting in administrative litigation for the Department to uphold the statutes and regulations the Department is tasked with enforcing.

The Attorney III is responsible for the more difficult, complex, and sensitive legal issues for the Department and is assigned those cases involving critical fiscal, policy, and political impact on the Department. The Attorney III may also be called upon to review written materials or provide training for other attorneys on his or her team in the absence of the Career Executive Assignment Assistant Chief Counsel (CEA ACC) and the Assistant Chief Counsel (ACC) of the Operations and Administrative Litigation (OPAL) team. The incumbent must be capable of working independently and

reliably on the issues of highest importance to the Department and to directly advise the Director and Executive Staff members.

The Attorney III works under the general direction of the ACC of the OPAL team.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10-15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Admission to the State Bar of California
- ☐ Other:

Essential Functions (including percentage of time)

30% Represents the Department in complex administrative hearings involving appeals of personnel actions, actions to revoke or deny licensure of health facilities and clinics, hospital administrative penalties, immediate jeopardy matters, long term care facility citations, Stop Tobacco Access to Kids Enforcement (STAKE) Act penalties, vendor sanctions of the Women, Infants, and Children (WIC) program, enforcement actions of the radiologic health program, penalty assessments for privacy breaches and failure to timely report adverse events in health facilities and clinics, and any other administrative licensing or enforcement actions of the Department.

25% Consults with Department staff in various programs on pending cases; develops litigation strategy to defend Department actions; prepares witnesses for hearing and arbitration; and reviews evidence. Consults with Human Resources Division (HRD) and the Office of Compliance (OOC) provide prospective advice on complex legal issues; defends administrative actions and assists the Attorney General in civil litigation; and defends administrative actions and assists the Attorney General with civil litigation.

25% Prepares written documents related to complex pending cases pursuant to the Administrative Procedures Act and relevant state and federal laws, including requests for discovery and responses to discovery requests, position papers, subpoenas, and correspondence. Prepares written responses to Public Records Act (PRA) requests and assists Department staff with PRAs.

15% Works independently on cases and assignments with minimum supervision, regularly acts as lead attorney when negotiating and preparing settlements of the more complex pending cases and occasionally assisting more senior attorneys on high-profile pending cases.

Marginal Functions (including percentage of time)

5% Makes presentations to program staff on the administrative litigation process, the investigation process, presenting of evidence, and other important issues related to the administrative litigation process.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	**Date**	**Employee's Name:**	**Date**
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: D.S.
Date: 11/6/26