DUTY STATEMENT

Employee Name:	Position Number: **580-140-5778-038**
Classification: Attorney	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney	Work Location: 1415 L Street, Sacramento, CA 95814
Collective Bargaining Unit: R02	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Center for Health Care Quality

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 providing legal and policy advice on administrative, procedural, and regulatory issues and projects, which may have a significant impact on public health and health policy and/or political impact on CDPH.

The Attorney will advise and support CDPH's Center for Health Care Quality (CHCQ) team. The Attorney provides guidance pertaining to health facilities and professionals licensed and regulated by CHCQ; stays up to date on knowledge of federal and state laws that may impact CHCQ, such as those related to privacy and medical breaches, bankruptcy, receiverships, facility and professional certification or licensure, and the Public Records Act (PRA); applies applicable statutes and regulations to policies and procedures of CDPH, including reviewing those policies and rendering advice on such

matters and reviews and advises on proposed statutes, regulations, and similar materials. The Attorney may also work with other State agencies, such as the Attorney General's Office, and review written materials or provide training for program staff. The Attorney will work with CHCQ on a wide variety of issues that may include citations for dangerous regulatory violations that occur in licensed skilled nursing facilities, such as untreated bed ulcers and avoidable falls that lead to severe injury or fatality; and administrative penalties against general acute care hospitals for regulatory violations such as sponges and other foreign objects left in patients, medication errors, or a failure to accurately monitor a patient for complications after surgery.

The Attorney will also assist with the drafting of new statutes and the development of new regulations to implement new laws or address gaps in existing laws; advise on the legal consequences to breaches of medical information by licensed entities; assist the Attorney General's Office in litigation involving CHCQ; advise on how to respond to Public Records Act (PRA) requests and subpoenas, and assist with public health emergency planning and response. The Attorney may also be required to handle sensitive and high-profile matters of immense media interest.

The Attorney works under the direction of a Senior Assistant Chief Counsel (ACC) and/or the Attorney, ACC for the CHCQ Office of Legal Services (OLS) team.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Membership in good standing with the California State Bar
- ☐ Other:

Essential Functions (including percentage of time)

35% Provides oral and written legal analysis and advice of current and/or proposed state and federal laws to key decision makers within and outside of CDPH, including staff within CHCQ, OLS Deputy Director and Chief Counsel, and the Director of CDPH, on legal issues pertaining to CHCQ. Reviews contracts, notices, bill analyses, regulations, decision memoranda, and other documents of legal consequence. Advises the CDPH Director, Executive Staff, upper management, and the California Health and Human Services (CHHS) Agency as needed, and under the direction of the Senior ACC or Attorney, ACC for the CHCQ team.

35% Serves as a key legal advisor to one or more district offices within CHCQ on potentially complex legal issues that arise that are specific to the district office, such as issues related to the licensure and certification of facilities CHCQ regulates, including reviewing citations and other enforcement actions and assisting in responding to PRA requests. Analyzes, interprets, and applies state and federal laws regarding various types of facility applications and/or issues and provides verbal and written advice to programs within CHCQ. Assists with drafting complex legal opinions and presents legal opinions/recommendations clearly and logically in both verbal and written form. Serves as house counsel to a specific branch or unit within CHCQ on general issues that do not pertain to a specific district office. Coordinates with other OLS attorneys to

ensure consistent legal interpretation, strategy, and advice on such issues. Provides periodic training to new staff and district office personnel. Assists with public health emergency planning and response.

25% Provides litigation support to the Attorney General's Office in matters pertaining to CDPH, which includes, but is not limited to, review of pleadings and other legal documents, discovery, negotiation, and developing strategies and tactics in CDPH matters. Represents CHCQ in specified informal hearings. Prepares and conducts training for CDPH on their area(s) of legal specialization.

Marginal Functions (including percentage of time)

5% Performs other Attorney work-related duties as required.

☐ 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: 11/19/26