DUTY STATEMENT

Employee Name:	Position Number: **580-140-5778-033**
Classification: Attorney	Tenure/Time Base: Permanent/Full-Time
Working Title: Attorney	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 representing the Department in hearings before Office of Administrative Hearings and Appeals, Department of General Services, State Personnel Board, and other state Administrative Law Judges; and provides administrative litigation support to various CDPH programs.

The incumbent works under the general direction of the Career Executive Assignment Assistant Chief Counsel (CEA ACC) and Assistant Chief Counsel (ACC) on the Operations and Administrative Litigation (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: California State Bar
- ☐ Other:

Essential Functions (including percentage of time)

30% Represents the Department in administrative hearings involving personnel actions, appeals of actions to revoke or deny licensure of health facilities and clinics, appeals of nursing assistant and home health aide certification suspensions and revocations, long term care facility citations, the Stop Tobacco Access to Kids Enforcement Act penalty appeals, the Women, Infants and Children Program action appeals, the Radiologic Health Program enforcement actions, failure to timely report adverse events in health facilities penalty appeals, and other enforcement actions of the Department. Assist senior attorneys on more complex matters including immediate jeopardy administrative penalty appeals, failure to timely report adverse events in health facility appeals, medical breach penalty appeals and lab field services matters.

30% Provides Department programs with advice and counsel on administrative litigation and programmatic issues. Consults with Department staff on pending cases in order to provide advice or opinions to Departmental management, to develop litigation strategy, secure, interview, and prepare witnesses; and assemble, evaluate, and review evidence.

25% Prepares written documents related to pending cases including, but not limited to, requests for discovery, responses to discovery requests, position papers, and correspondence. Performs a wide variety of legal research. Studies, interprets, and applies laws, regulations, court decisions, and other legal authorities to cases. Performs research and writing relating to advice and counsel

10% Negotiates settlements of pending cases.

Marginal Functions (including percentage of time)

5% Provides input to program counsel on program issues that arise at hearing. Provides training to program staff on testifying at hearings and performs other litigation 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

☐ 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

the employee named above.

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