

**Department of Health Care Access and Information  
(Proposed) Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Care Affordability (OHCA) Health System Compliance	
<b>Position Number</b> 441-609-5780-007	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Attorney IV	<b>Working Title</b> Lead Senior Counsel	

<b>General Description</b>	
<p>Under the direction of the Assistant Deputy Director, Health Systems Compliance, Chief Counsel, for the Office of Health Care Affordability (OHCA or Office), or the Assistant Chief Counsel, the Attorney IV performs the most difficult, complex, sensitive, and specialized legal work for the Office. Requiring minimal supervision, the Attorney IV uses broad discretion and works independently as a legal expert to provide client-centered legal and policy advice and assistance to the Office on a wide range of areas, including development of OHCA program regulations, the Bagley-Keene Open Meeting Act, conflict of interest laws, the California Public Records Act, confidentiality laws, health care law, and health care competition laws and analysis. The Attorney IV must possess the ability and acumen to work with health care consultants, financial audit staff, economists, and other health care experts. The Attorney IV consistently demonstrates professionalism in their interactions with executive leadership, program managers, other state entities, and stakeholders, while performing multiple tasks that often require stringent deadlines. The Attorney IV ably performs under pressure in politically or time sensitive situations, communicates effectively both orally and in writing to provide sound legal opinions and high-quality, well-researched work products and presentations, demonstrates good judgment, and acts with high ethical standards.</p>	
<b>Supervision Received</b>	Reports to the Assistant Deputy Director for Health Systems Compliance or the Assistant Chief Counsel.
<b>Supervision Exercised</b>	The Attorney IV may be required to act in a lead capacity over the work of other attorneys and staff.
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	In-person and remote meetings, prolonged sitting, reading, and use of the telephone and computer, including Microsoft 365 services; mobility to all HCAI work areas and the ability to travel to meetings outside HCAI; may require travel throughout California and the United States as necessary; ability to get along with a diverse group of people and help maintain morale so the OHCA Health System Compliance division stays a smoothly functioning unit. Due to the nature of the work, requires the ability to handle a high degree of stress. Must be available to be contacted after normal business hours of M-F 8:00 a.m. to 5:00 p.m. including Saturday, Sunday, and holidays as necessary depending on operational need.
<b>Job Duties</b> E = Essential, M = Marginal	

25%	E	Perform independent expert level legal analysis, in a lead role, and provide legal representation to all programs and functions of OHCA. Serve in a lead capacity to promulgate OHCA program regulations to define and clarify OHCA statutory requirements, processes, and compliance. Typical work includes statutory interpretation and analysis and preparing related memos or presentations, drafting and revising regulatory language, interacting with OHCA program staff and consultants to identify any legal issues and risks, preparing written responses to stakeholder comments, and direct communications with the Office of Administrative Law to help ensure regulations are approved.
25%	E	Review notices of health care entity agreements and transactions involving material changes to identify transactions subject to Cost and Market Impact Reviews. Work activities include review of contracts for proposed transactions, legal research on potentially complex or novel business arrangements, work with OHCA Corporation Examiners and Auditors to review documentation related to the agreements and transactions, work with economic experts in identifying market competition impacts and legal issues arising in the Cost and Market Impact Reviews and preparing presentations and written reports with analysis and recommendations.
20%	E	Act in a lead capacity for OHCA on health care entity compliance with OHCA data submission requirements, cost targets, development of performance improvement plans, and assessment of associated administrative penalties. Work will include preparing written correspondence to health care entities, administrative subpoenas and discovery, preparing corrective action plans, and acting as liaison to the Attorney General's Office to assist and advise in the coordination of any litigation involving OHCA.
15%	E	Perform difficult and complex legal research and analysis, provide legal opinions and advice through written work and oral presentations, both formal, and informal. Assess, analyze, and anticipate legal risks related to policy and program decisions and compliance with federal and state laws regarding data collection and restrictions, privacy, and confidentiality, and advise OHCA leadership, accordingly.
10%	E	Attend public meetings and provide procedural guidance and advice on compliance with the Bagley-Keene Open Meeting Act. Review OHCA communications and reports to identify applicable legal issues. Research and analyze nuanced conflict of interest issues and confidentiality requirements unique to the OHCA statute and generally, under applicable laws. Act in lead capacity to advise on legal issues related to stakeholder communications and in responding to requests under the Public Records Act.
5%	M	Other duties as required, including mentoring Attorney IIIs, presentations on OHCA training activities, maintaining OHCA policies, and improving OHCA systems and procedures. Additional duties may include testimony before the legislature, other administrative boards, and providing legal guidance related to OHCA activities which intersect with other divisions of HCAI.

#### **Other Expectations**

- Demonstrate a commitment to HCAI and the ethics of the legal profession.
- Ability to efficiently manage workload.
- Ability to work efficiently and resourcefully as a project lead and/or team member to plan, develop, and implement program policies and procedures with minimal supervision.
- Capacity to perform at a high level under pressure while consistently meeting deadlines.
- Ability to effectively communicate orally and in writing, with discretion and mutual respect for internal and external stakeholders.
- Demonstrate a commitment to maintaining a work environment free from arbitrary discrimination and sexual harassment and actively support HCAI's commitment to equal employment opportunities.

- Maintain good work habits, regular attendance, and adhere to all established policies and procedures.
- Perform duties independently, with minimal supervision and review. Maintain good communication with Chief Counsel; keep Chief Counsel fully informed.
- Exercise good judgment and initiative in seeking guidance from the Assistant Chief Counsel or OHCA Chief Counsel. Maintain good communication with Assistant Chief Counsel and OHCA Chief Counsel, keeping them fully informed.
- Maintain active membership in good standing with the State Bar of California.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date