

DUTY STATEMENT *PROPOSED*

Civil Service Classification: Civil Service - Assistant Chief Counsel (CS-ACC)	
Working Title:	Position Number: 803-030-5871-XXX
Unit:	COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Section:	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days: 5
Division: Office of Legal Services (OLS)	Bilingual Fluency (Specify language):
Program:	
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: The CS-ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of constitutional, Medicaid, health, technology and contract law. The incumbent will represent the Department in matters before state and federal forums. The CS-ACC also has contact with managers throughout state service; healthcare providers; state contractors; and local, state and federal government entities, among others.</p>	
<p>The CS-ACC is a first line supervisor of staff under the Section as they prepare legal pleadings and strategy, develop complex legal advice, and conduct varied litigation support activities. The incumbent assigns work, establishes Section priorities, and directs the overall activities of the Section staff as they support the programs, divisions and offices under the Section's purview, including coordination with the Deputy Attorneys General and the Supervising Deputy Attorneys General on litigation related to or arising from these programs, divisions and offices. The incumbent is a member of the OLS management team, and is subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700).</p>	
<p>Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.</p>	
<p>Supervision Received:</p> <p><input type="checkbox"/> Under close supervision <input type="checkbox"/> Under direction</p> <p><input type="checkbox"/> Under supervision <input checked="" type="checkbox"/> Under general direction</p> <p><input type="checkbox"/> Under general supervision <input type="checkbox"/> Under administrative direction</p>	
<p>Of the (enter supervisor classification): Career Executive Assignment – Assistant Chief Counsel (CEA-ACC)</p>	
<p>Supervision Exercised: First line supervisor of Section staff.</p> <p><input type="checkbox"/> Multi-disciplinary Staff (Check all that apply) <input type="checkbox"/> Non-Supervisory Classification / None</p> <p><input type="checkbox"/> Clerical Staff <input checked="" type="checkbox"/> Professional Staff</p> <p><input type="checkbox"/> Analytical Staff <input type="checkbox"/> Supervisory Staff</p> <p><input type="checkbox"/> Technical Staff <input type="checkbox"/> Managerial Staff</p>	

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties: The CS-ACC personally handles the most difficult and sensitive house counsel and litigation issues. The incumbent supervises staff that provide legal advice and litigation support, and represent the Department in complex legal issues generally with significant fiscal and policy ramifications. Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.

Percent of Time Essential Functions

30%	Works with the Deputy Director and Chief Counsel, Assistant Deputy Director and Deputy Chief Counsel, and Deputy Chief Counsel; the Branch CEA-ACC, and other CEA-ACCs and CS-ACCs; the Director; the Chief Deputy Directors; and the Deputy Directors (DDs) from the programs and divisions under the Branch's purview. The incumbent also provides service to other DDs, chiefs, and managers, throughout the Department, as well as staff from CalHHS. The incumbent must organize, direct, and review the provision of legal services to these programs, divisions and individuals.
30%	Works closely and collaboratively with staff from within the Branch, but also with other legal managers and attorneys in other branches of OLS. This position fields, reviews, and directs incoming requests for advice from programs and divisions and thereafter directs, focuses, and reviews the resulting advice provided by attorneys.
30%	Provides supervision; training; coaching; direction; written and oral feedback; staff development and team building; performance evaluations; corrective or disciplinary action when warranted; approval of merit salary increase and/or alternate rate ranges when warranted; review and approval of attendance and timekeeping and other employee-related documents; and conducts staff meetings or otherwise shares pertinent information with subordinates.
10%	Formulates and coordinates legal policy with other branches of OLS to resolve complex department-wide legal issues. Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays. Other duties as required.

Special Requirements:

- | | |
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| <input type="checkbox"/> Medical Evaluation/Clearance | <input type="checkbox"/> Background Check/Fingerprinting Clearance |
| <input type="checkbox"/> Typing Certificate | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Valid CA License (Please Specify Type): California State Bar License | |

Desirable Qualifications:

- Knowledge of Title XIX of the Social Security Act; the state Medi-Cal program; and related programs and divisions of the Department
- Ability to advise top-level administrators on a wide range of legal matters
- Ability to exercise a high degree, flexibility, tact and diplomacy, judgment and confidentiality
- Ability and commitment to work collaboratively with a wide range of individuals
- Ability to write and edit correspondence, pleadings, legal opinions, contracts, state plan amendments, bulletins, information notices, regulations and legislation clearly and logically
- Ability to provide both planned and impromptu presentations before groups on diverse, complex, and sensitive subjects
- Ability to research and analyze program issues from a broad policy perspective; and complete work under set deadlines
- Experience representing clients in litigation matters before administrative, state, and/or federal courts, including negotiation and mediation experience
- Superior analytical, interpersonal, written and verbal communication skills

Working Conditions (Check all that apply):

Prolonged Periods of:

- Bending Sitting
 Kneeling Standing

Travel May be Required:

- Occasional Over Night
 Call Center

Requires Lifting of Heavy Objects up to: N/A

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor's Name	Supervisor's Signature	Date Signed

Benefits, Eligibility and Operations - Contracts and Enterprise Technology Services

Job Summary: The Contracts and Enterprise Technology Services (ETS) Section (Section), in the Benefits, Eligibility and Operations Branch (Branch), within the Office of Legal Services (OLS) provides legal counsel and advice to the Department's Directorate and managers, the Legislature, the California Health and Human Services Agency (CalHHS), and the Governor's Office regarding issues related to program and Department litigation specific to: contracts, ETS, and enterprise data and information management.

As a primary legal advisor on a wide breadth of issues, the Section is responsible for house counsel services including the development of sound legal strategies and recommendations necessary to support program implementation and ongoing administration; advisement on departmental administrative and technology support functions; and the provision of litigation support to the State and United States Departments of Justice.

The CS-ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of constitutional, Medicaid, health, technology and contract law. The incumbent will represent the Department in matters before state and federal forums. The CS-ACC also has contact with managers throughout state service; healthcare providers; state contractors; and local, state and federal government entities, among others.

Fiscal and Financing - Fiscal and Collections

Job Summary: The Fiscal and Collections (Section), in the Fiscal and Financing Branch (Branch), within the Office of Legal Services (OLS) provides legal counsel and advice to the Department's Directorate and managers, the Legislature, the California Health and Human Services Agency (CalHHS), and the Governor's Office regarding issues related to program and Department litigation specific to: financial management, fiscal forecasting, strategic partnerships, third party liability and the Office of Administrative Hearings and Appeals.

As a primary legal advisor on a wide breadth of issues, the Section is responsible for house counsel services including the development of sound legal strategies and recommendations necessary to support program implementation and ongoing administration; setting Medi-Cal financing policy; supporting departmental fiscal strategy and partnerships; and the provision of litigation support to the State and United States Departments of Justice.

The CS-ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of public program financing and the State budget process; as well as constitutional, Medicaid, health, financing and contract law. The incumbent

will represent the Department in matters before state and federal forums. The CS-ACC also has contact with managers throughout state service; healthcare providers; and local, state and federal government entities, among others.

Health Care Delivery Systems - Integrated Systems of Care

Job Summary: The Integrated Systems of Care Section (Section), in the Health Care Delivery Systems Branch (Branch), within the Office of Legal Services (OLS) provides legal counsel and advice to the Department's Directorate and managers, the Legislature, the California Health and Human Services Agency (CalHHS), and the Governor's Office regarding issues related to program and Department litigation specific to: integrated systems of care, quality and population health management, Medicare innovation and integration, and civil rights related to delivery systems.

As a primary legal advisor on a wide breadth of issues, the Section is responsible for house counsel services including the development of sound legal strategies and recommendations necessary to support program implementation and ongoing administration; provider enrollment issues; advisement for efforts of health equity and innovative models for Medicare beneficiaries; and the provision of litigation support to the State and United States Departments of Justice.

The CS-ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of constitutional, Medicaid, Medicare, health and contract law. The incumbent will represent the Department in matters before state and federal forums. The CS-ACC also has contact with managers throughout state service; healthcare providers; and local, state and federal government entities, among others.

Benefits, Eligibility and Operations – Program Operations

Job Summary: The Program Operations Section (Section), in the Benefits, Eligibility and Operations Branch (Branch), within the Office of Legal Services (OLS) provides legal counsel and advice to the Department's Directorate and managers, the Legislature, the California Health and Human Services Agency (CalHHS), and the Governor's Office regarding issues related to program and Department litigation specific to: clinical assurance, the California Medicaid Management Information System, pharmacy benefits, provider enrollment, among others.

As a primary legal advisor on a wide breadth of issues, the Section is responsible for house counsel services including the development of sound legal strategies and recommendations necessary to support program implementation and ongoing administration; advisement on departmental administrative and technology support functions; and the provision of litigation support to the State and United States Departments of Justice.

The CS-ACC is highly experienced in complex legal counsel and litigation strategy and has a broad understanding of constitutional, Medicaid, health, technology and contract

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law. The incumbent will represent the Department in matters before state and federal forums. The CS-ACC also has contact with managers throughout state service; healthcare providers; state contractors; and local, state and federal government entities, among others.