

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5871-003
Classification: Attorney, Assistant Chief Counsel	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Chief Counsel	Work Location: 1415 L Street, Suite 500 Sacramento, CA 95814
Collective Bargaining Unit: M02	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 advice to the Center for Health Care Quality (CHCQ), the single largest program within CDPH. CHCQ licenses and regulates 30 different health care facility types and various health care professional types throughout the state to ensure quality care and protect California's most vulnerable residents.

In addition to supervising staff, the ACC provides legal advice and support directly to CHCQ program staff and executives, the Chief Counsel, the CDPH Directorate, the California Health and Human Services Agency, the Governor's Office, and other state entities relating to sensitive and/or controversial issues related to CHCQ programs. The ACC responds to CHCQ program inquiries from

Legislators and Legislative committees that involve issues of law. The ACC also assists in litigation strategy and defense in coordination with the Attorney General's Office or other outside counsel. The ACC may make presentations to CDPH staff or other audiences regarding issues arising from the Department's legal work.

The incumbent works under the direction of the Senior Assistant Chief Counsel.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Member in good standing with the State Bar of California
- Other: Supervision exercised

Essential Functions (including percentage of time)

- 30% Supervise attorneys and senior legal analysts on the CHCQ team within OLS. Organize, direct, and review the provision of legal services by CHCQ attorneys and paralegals to the CHCQ program.
- 30% Collaborate with the Directorate; the CHCQ Deputy Director, Assistant Deputy Directors, and Division and Branch Chiefs to formulate, develop, and implement program policies and legal interpretations.
- 20% Provide legal and policy advice and support directly to staff of the Governor's Office, the California Health and Human Services Agency, and the Director/State Public Health Officer, and CHCQ Executive staff on sensitive and/or controversial legal issues related to CHCQ. This position also responds to CHCQ program inquiries from Legislators and Legislative committees that involve issues of law.
- 15% In collaboration with attorneys of the California Attorney General's Office, establishes litigation strategies used in response to lawsuits that directly impact CHCQ.

Marginal Functions (including percentage of time)

- 5% Formulate policy and coordinate legal interpretations with that of other Office of Legal Services Teams to resolve complex legal issues.

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: 9/13/24