

**Department of Health Care Access and Information  
Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Legal Office Hospital Fair Billing Program	
<b>Position Number</b> 441-110-5778-005	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Attorney I	<b>Working Title</b> Attorney	
<b>General Description</b> <p>Under the general direction of the Assistant Chief Counsel of the Hospital Fair Billing Program, and guidance from senior attorney staff, the Attorney performs sensitive and complex legal work related to the Hospital Fair Billing Program, including, but not limited to, the evaluation of complex consumer complaints, making investigative inquiries, determining hospital compliance with the laws concerning health care debt and fair billing, and enforcement actions as necessary through the administrative hearing process. The Attorney will perform other special projects as required and must utilize professional discretion while working both collaboratively and independently. The Hospital Fair Billing Program is responsible for ensuring that hospitals comply with the laws regarding health care debt and fair billing, as set forth at Article 1, Chapter 2.5, Part 2, Division 107 of the Health and Safety Code (Section 127400 et seq.), including requirements for hospital discount payment, charity care, and debt collection policies. In addition to reviewing these policies, the Program receives consumer complaints, conducts investigations and assesses penalties when warranted, pursues enforcement actions as necessary through the administrative hearing process, and administers an appeal process from administrative penalties.</p>		
<b>Supervision Received</b>	Under the general direction of the Assistant Chief Counsel of the Hospital Fair Billing Program with guidance from senior attorney staff.	
<b>Supervision Exercised</b>	None	
<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 applications; mobility to all HCAI work areas and the ability to travel to meetings outside HCAI; ability to fly to various parts of the State as needed; ability to get along with a diverse group of people and help maintain morale so the Legal Office stays a smoothly functioning unit. Due to the nature of the work, requires the ability to handle a high degree of stress.
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<b>Job Duties</b> <b>E = Essential, M = Marginal</b>		
40%	E	Review, evaluate, and resolve consumer fair billing complaints; make determinations and recommendations regarding complaint investigations, violations, and penalties; prepare correspondence to consumers, advocates, and/or private counsel regarding the investigation and resolution of consumer complaints; enforcement actions, as necessary.
30%	E	Review hospital filings related to health care debt and fair billing requirements. Prepare reports for the Assistant Chief Counsel. Review and edit reports/memoranda prepared by analysts in the unit concerning identified violations of applicable laws.
15%	E	Analyze pending legislation and draft bill analyses; assist and advise HCAI programs, agency, and the administration in the development and drafting of proposed legislation affecting the Hospital Fair Billing Program; work collaboratively with HCAI programs to develop, adopt, and amend regulations.
10%	E	Prepare interpretive opinions and analyses of the law and facts of a case or inquiry to support recommendations to upper management. Opinions may be presented in oral or written briefing formats.
5%	M	Other duties as required within the scope of this classification.

## Other Expectations

- Demonstrate a commitment to HCAI's vision statement and the ethics of the legal profession.
- Ability to efficiently manage and resolve an active caseload.
- Capacity to perform at a high level under pressure while consistently meeting deadlines.
- Ability to effectively communicate orally and in writing, with discretion, empathy, 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 directed duties independently, without extensive supervision and review.
- Exercise good judgment and initiative in seeking guidance from Assistant Chief Counsel and senior attorney staff. Maintain good communication with Assistant Chief Counsel and keep Assistant Chief Counsel 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