

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-140-5780-011</b>
Classification: Attorney IV	Tenure/Time Base: Permanent/Full Time
Working Title: Attorney IV	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: Public Health Programs

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 Resources' Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for the more complex and sensitive legal work that have significant fiscal, policy, and political impacts on the Department. The Attorney IV may also be relied upon to directly advise the CDPH Director and Executive staff members in the California Health and Human Services (CHHS) Agency, and the CDPH Director in assigned project areas; reviewing the work product of other attorneys; and providing training and consultation to Department staff, including other attorneys.

The incumbent works under the general direction of the Career Executive Assignment (CEA) Assistant Chief Counsel (ACC) and Civil Service (CS) Assistant Chief Counsels (ACC) of the Public Health Programs (PHP) team within the Office of Legal Services (OLS).

**Special Requirements**

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Membership in good standing with the California State Bar
- ☐ Other:

**Essential Functions (including percentage of time)**

- 40% Provides written and oral legal advice to the CDPH Director, Department Executive staff, and program management in the more complex and politically sensitive areas of the law by assisting with the development of strategy, preparing advisory memoranda, conducting oral presentations, and responding to difficult legal correspondence in areas of law affecting the Department. Provides legal support for the Director's Office and the Deputy Directors for the Center for Healthy Communities, the Center for Infectious Disease, the Center for Environmental Health, the Center for Health Statistics & Informatics, the Center for Family Health, the Emergency Preparedness Office, and potentially other Programs, as needed. Advises the CDPH Director and Executive team, and the CHHS Agency on matters such as regulatory responsibilities, development of public health policy, the development of regulations, and risk assessment of issues that arise and the potential for legal or political impact and may be called upon to respond to inquiries from the Governor's Office or other state and federal partners.
- 15% Undertakes legal research in the more complex areas of both federal and state law and prepares specialized legal opinions regarding difficult or complex legal issues.
- 15% Reviews and provides legal analysis, including negotiations and drafting where required, of the more complex and sensitive legal documents, including requests for proposals (RFP), Request for Application (RFA), Noncompetitive Bids (NCB), contracts, regulations, legislation, bill analyses, and responses to state and federal audits findings.
- 15% Reviews and responds to subpoenas and PRAs; Provides litigation support to the Attorney General's Office in matters pertaining to the Department, including but not limited to legal correspondence, discovery, negotiation, and developing strategies and tactics in matters of significance to the Department.
- 10% May act in a lead capacity in responding to inquiries from the Governor's Office, the CHHS Agency, the Press Office, other state agencies, and the public on assigned issues and projects.

**Marginal Functions (including percentage of time)**

- 5% Represents the Department before other administrative agencies and industry associations on matters related to the Department. Performs other Attorney IV job-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 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: 4/25/25