

HEALTH AND HUMAN SERVICES AGENCY ATTORNEY I

DEFINITION

Performs a variety of professional legal work in the Health and Human Services Agency (HHS). Provides legal advice and assistance in department issues, primarily related to Agency contracts; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Working under close supervision, Health and Human Services Agency Attorney I is the entry level in the Health and Human Services Agency Attorney series. Employees at this level perform routine duties related to legal work, specifically related to Agency contract review. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. The duties of Health and Human Services Agency Attorney series are limited in scope such that their function is primarily to prepare, coordinate, review, and facilitate contract review for HHS, while County Counsel shall have the final say in all contract language and remains the legal advisor and authority as it pertains to all legal matters for County Departments. The Health and Human Services Agency Attorneys shall obtain final approval from County Counsel prior to execution of all contracts. Employees are expected to promote to Health and Human Services Agency Attorney II after one (1) year of satisfactory performance at the entry level.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Investigates, researches, and prepares legal documentation; reviews and drafts Agency contracts; drafts ordinances, resolutions and other legal documents and instruments and facilitates approval as to legal sufficiency by County Counsel; works closely with County Counsel, Agency staff, and vendors relating to legal matters and/or contracts; advises Department staff on questions of law and procedure; may assist in preparing filings; may give presentations to staff or members of the public; and performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: California civil and criminal codes related to Health and Human Services Agency programs; principles and procedures of civil, constitutional, and administrative law; legal research methods; rules of evidence; standard legal office practices and procedures; relative negotiating techniques; ethical and professional standards of conduct.

Ability to: Research, analyze and apply legal principles, facts, evidence and precedents; prepare and present statements of law and fact; argue clearly, logically and persuasively in written and oral form; negotiate settlements; manage an assigned caseload and perform quality legal work under pressure of deadlines; maintain confidentiality and objectivity; understand and accept differences in human behavior, cultural and ethnic backgrounds; prepare and maintain clear, concise and

comprehensive records, reports and correspondence; establish and maintain effective working relationships.

These standards are typically attained with the equivalent to graduation from an accredited law school **AND** active membership in the State Bar of California.

SPECIAL REQUIREMENTS

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, and crouch. The employee must be able to walk and transport case files to and from court. The employee is required to possess sufficient stamina to conduct long trials and hearings.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

NEW 12/2023
CS1284