

**DEPARTMENT OF HEALTH CARE SERVICES
DEPUTY DIRECTOR AND CHIEF COUNSEL
EXEMPT APPOINTMENT
FINAL FILING DATE: MARCH 10, 2011 OR UNTIL FILLED**

The California Department of Health Care Services (DHCS) mission is to preserve and improve the health status of all Californians. To accomplish this mission DHCS finances and administers a number of individual health care service delivery programs, including the California Medical Assistance Program (Medi-Cal). These programs:

- Deliver health care services to low-income persons and families who meet defined eligibility requirements.
- Emphasize prevention-oriented health care measures that promote human health and well-being.
- Ensure access to comprehensive health services through the use of public and private resources.
- Ensure appropriate and effective expenditure of public resources to serve those with the greatest health care needs.

Under the general direction of the Director of Health Care Services and the Chief Deputy Director, the Deputy Director and Chief Counsel will plan, organize and manage the work of the Office of Legal Services. The Office of Legal Services consists of 148 positions, including 62 lawyers who will provide advice and representation to department programs, 11 Administrative Law Judges who hear appeals concerning program actions by the department and other agencies; as well as, an Office of Regulations and a Privacy Officer.

The Office of Legal Services is responsible for providing or arranging for all essential legal services required by the Department. The Deputy Director and Chief Counsel will be responsible for providing advice and counsel to the Director, the Chief Deputy Director and Deputy Directors on legal policy issues, litigation and legislation. The Deputy Director and Chief Counsel also will represent the Department in dealings with the Governor's Office, the California Health and Human Services Agency and before the Legislature, as needed. Finally, the Deputy Director and Chief Counsel will manage the personnel, budget and operations of the Office of Legal Services, including the Office of Administrative Hearings and Appeals, and the Office of Regulations and the Privacy Officer.

Qualifications

- J.D. and license to practice law in California.
- Ability to communicate effectively in written and oral communications with the Director, Chief Deputy Director, DHCS management staff, other state departments and agencies, the legislature and health care provider organizations and their counsel.

- Ability to independently identify and propose resolution of legal issues in DHCS programs or operations.
- Ability to organize a government law office and manage a staff of lawyers and other professional staff.

Desirable Qualifications

- Experience with legal issues related to health care delivery and financing.
- Experience with legal requirements applicable to the operation of a state agency.
- Experience with state administrative law – regulation adoption and administrative hearing processes.

Application Information

Interested candidates should submit a letter of interest and a resume to:

Arleen Jacoway, Director's Office
Department of Health Care Services
P.O. Box 997413, M.S. 0000
Sacramento, CA 95899-7413

Questions about the position or the application process can be asked of Arleen Jacoway at (916) 440-7408 or at Arleen.jacoway@dhcs.ca.gov.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.