



JENNIFER KENT
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES
Deputy Director and Chief Counsel, Office of Legal Services

Exempt Appointment

The mission of the California Department of Health Care Services (DHCS) is to provide low-income Californians with access to affordable, high-quality health care, including medical, mental health, substance use treatment service, and long-term care. 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 efficient use of public and private resources; and
- Ensure the appropriate 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 for Policy and Program Support, 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 approximately 120 positions, including: over 80 attorneys who provide advice and counsel to department programs, prosecute or defend against department-related administrative hearings, and provide litigation support to the Attorney General's Office. The Office of Legal Services also includes an Office of Regulations and a Privacy Unit.

The Office of Legal Services is responsible for providing or arranging for all essential legal services that the Department requires. The Deputy Director and Chief Counsel is responsible for providing advice and counsel to the Director, the Chief Deputy Directors and Deputy Directors on legal-policy issues, litigation, and legislation. The Deputy Director and Chief Counsel also will serve as the liaison on departmental legal matters

with the Governor's Office, the California Health and Human Services Agency, the Department of Finance, and before the Legislature and legal stakeholders, as needed. Finally, the Deputy Director and Chief Counsel will manage the Office of Legal Services' personnel, budget, and operations.

Qualifications

- J.D. and license to practice law in California.
- Ability to communicate quickly and effectively by written and oral communications with the Director, Chief Deputy Director, DHCS management staff, other state departments and agencies, the Legislature, and stakeholders and their respective 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 legal 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 department.
- Experience with litigation, legal support for litigation, and litigation prevention.

Individuals interested in applying for this position should send a detailed letter of interest and your resume or CV to Tiffany Davis. Her contact information is as follows:

By Mail:

Department of Health Care Services
Director's Office
1501 Capitol Ave. P.O. Box 997413
MS 0000
Sacramento, CA 95899-7413
ATTN: Tiffany Davis

By E-mail:

Tiffany.Davis@dhcs.ca.gov

The final filing date for this position is **October 23, 2015**.

Questions regarding the position should be directed to Tiffany Davis. You may contact her via e-mail or by telephone at (916) 440-7693.

For information regarding benefits, please refer to the Department of Personnel Administration website: www.dpa.ca.gov.