



DAVID CHIU
City Attorney

DEPUTY CITY ATTORNEY – HEALTH & HUMAN SERVICES TEAM

The San Francisco City Attorney's Office is looking for a qualified and motivated attorney to join its Health & Human Services Team.

About the Office

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of the City and County of San Francisco and its residents. With just over 300 talented and dedicated employees, the Office provides exceptional legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive, and creative legal solutions and representation so they can deliver critical public services, and our affirmative advocacy enhances the lives and wellbeing of San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, identities, ideas, and lived experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain, and promote talented individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, and age, and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of people want to come and stay, grow professionally, and find purpose and engagement, and where all employees feel welcomed and respected for their full authentic selves, and valued for their work and contributions to the Office and the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a diverse, equitable, and inclusive workplace where employees feel they belong and can meaningfully contribute, please [click here](#).

About the Health & Human Services Team

The Health & Human Services Team provides general counsel to the Department of Public Health, the Human Services Agency, the City's programs for people experiencing homelessness, and certain other health-related City departments. This includes working with: the City's two public hospital facilities, its ambulatory and mental health clinics, and its street medicine teams; the Medical Examiner's Office; Jail Health; the Health Officer and Population Health; the Department of Disability & Aging Services (DAAS); the Department of Children, Youth & Their Families (DCYF); Environmental Health; and the Department of Homelessness & Supportive Housing (HSH). This work includes assisting with Medical Probate (Probate Code Section 3200) petitions, tuberculosis (TB) civil detention petitions, involuntary mental health

hold petitions (Welfare & Institutions Code Section 5150, etc.), Health Officer orders and directives related to the COVID-19 pandemic, other litigation as assigned, and permit and enforcement proceedings.

The team also advises the Mayor's Office, the Board of Supervisors, and other City officials and departments on matters relating to health care and human service programs. The team's responsibilities include: providing general legal counsel to the team's clients, including in relation to privacy and compliance, health care issues, and state and federal regulatory oversight of licensed facilities and professionals; interpreting the myriad of federal, state, and local laws governing the provision and funding of health and human service programs; drafting related local and state legislation; drafting and approving contracts and advising in relation to the City's procurement processes (including requests for proposals); advising the Health Commission, the Human Services Commission, and other policy and advisory bodies; and advising on the day-to-day legal issues that arise in the operation of major City departments, including in relation to public meeting and public records laws.

Certain matters involving these clients require specialized legal expertise and are either referred to other teams or advice is provided in coordination with other teams. The Trial Team generally represents these departments in litigation, with assistance from the Health & Human Services Team. The Labor Team advises these departments on personnel issues and handles litigation relating to employer-employee matters, also including with assistance from the Health & Human Services Team. The Health & Human Services team is a collaborative and dynamic group of 9 attorneys, one paralegal, and two legal secretaries.

Deputy City Attorney Position and Responsibilities

Attorneys on the Health & Human Services Team are assigned a mix of client work and specific projects or assignments. Assignments change over time depending on client needs and attorney interests. The team's attorneys handle all aspects of their assignments, including issue spotting, legal research, client communication and coordination, document drafting and review, and other tasks as needed or assigned.

Minimum Qualifications

- Licensed to practice law in California with at least three years of experience in the practice of law.

Desired Qualifications

- Ability to assume responsibility quickly and work independently and efficiently.
- Excellent oral and written communication and advocacy skills.
- Ability to manage and appropriately balance an active caseload of client assignments and other matters, and adjust to occasional workload increases.
- Ability to exercise good judgment, multi-task, and meet deadlines.
- Strong interpersonal skills and a positive attitude.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.

- Desire and ability to work successfully as part of a team.
- Ability to use legal technology tools (basic document review, redaction, and similar tools).
- Three or more years of health care, public health, and/or privacy or compliance experience, including any combination of contract, labor, litigation, regulatory, patient/client advocacy, and other related experience.
- Litigation and/or administrative proceeding experience.
- Government experience, including public meetings and public records laws.

Salary and Benefits

The Deputy City Attorney position has a 16-step salary scale ranging from \$138,710 - \$242,996. The successful applicant is appointed to a salary step based on years of experience as a lawyer. The City offers robust health, retirement, and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>. Attorneys are represented by the Municipal Attorneys Association. Information about compensation and benefits can be found here: [8177 Attorney - Classification & Compensation](#)

Application

To apply for this position, please submit your resume and cover letter to <https://us.smrtr.io/5kkF> by Friday, September 2, 2022. Applicants who advance in the selection process must submit at least two references and two writing samples.