

ATTORNEY VACANCY ANNOUNCEMENT

The Office of the General Counsel at the U.S. Department of Health and Human Services is currently seeking applications for its Deputy Chief Counsel position in its San Francisco Office.

WHO MAY APPLY: This vacancy announcement is open to all US Citizens.

DUTY STATION: San Francisco, CA

SALARY RANGE: \$161,139 - \$176,300

OPEN PERIOD: May 2, 2022 – June 1, 2022

JOB SUMMARY:

The Office of the General Counsel is seeking a Deputy Chief Counsel for its San Francisco Regional Office. The Deputy Chief Counsel will be expected to perform supervisory duties of staff within the regional office and to manage the legal services provided to one or more Department components in the region. The San Francisco Regional Office provides legal services to almost all the regional components of HHS, including the Centers for Medicare and Medicaid Services, the Office for Civil Rights (OCR), and the Indian Health Service (IHS). Work matters often require coordination with other components of the Department, other OGC offices, or the U.S. Department of Justice. Attorneys may represent the agency in litigation against hospitals, nursing homes, health plans, clinical laboratories, and other health care providers to enforce compliance with federal requirements; aid in the recovery of misspent Medicare, Medicaid, and federal grant funds; counsel health care providers and administrators at over 20 IHS-operated hospitals and health care facilities throughout the region on a range of issues related to patient care and hospital operations; advise OCR in the investigation and resolution of unauthorized uses and/or disclosures of personal health information by health care entities; and represent the agency in proceedings before the Equal Employment Opportunity Commission, the Merit Systems Protection Board, and the National Labor Relations Board.

We are seeking to fill this position at the GS-15 level (\$161,139 - \$176,300) depending on experience and qualifications. The position will be located in San Francisco, California.

OGC is an equal opportunity employer, and we encourage applications from a diverse pool of high-quality candidates.

INTRODUCTION:

The Deputy Chief Counsel reports to the Chief Counsel and is one of two principal advisors to the Chief Counsel, along with being a member of the Region's Senior Leadership Team. The Deputy Chief Counsel works closely with the Chief Counsel in directing and coordinating the office's legal services provided to the Department's programs and constituent agencies. The legal matters often involve significant financial and operational considerations, are extremely complex, and are often precedent setting.

MAJOR DUTIES:

The Deputy Chief Counsel will:

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- Participate with the Chief Counsel in the overall planning, organization, and formulation of policies and procedures for the Regional Office;
- Perform supervisory oversight of attorneys, paralegals, and administrative support staff, including performance appraisals, and assess and address staff training needs;
- Supervise the assignment and review of work in designated subject matter areas, and ensure that the legal analysis, legal positions, and litigation strategies are of high quality and are consistent with HHS and OGC policies and directives;
- Ensure that HHS' interests are vigorously represented in all litigation before the federal courts, administrative tribunals, and state courts; and
- Manage communications with agency officials on legal matters to ensure that client needs are identified and met.

QUALIFICATIONS REQUIRED:

Your resume and supporting documentation will be used to determine whether you meet the position qualifications listed on this announcement. Salary will be commensurate with education and experience.

The following are required qualifications:

- ✓ Possess a Juris Doctorate (J.D.) from an accredited ABA law school.
- ✓ Have been admitted to a bar in one of the highest courts of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia and be in good standing.
- ✓ Possess substantial familiarity with federal administrative or court litigation, administrative procedure, or significant health care law or employment law experience.
- ✓ Have strong academic achievement; outstanding organizational, time management, and interpersonal skills; superior legal writing and research ability and a demonstrated commitment to professionalism, ethics, civility and public service.
- ✓ Have at least five years of experience in the practice of law or its equivalent.
- ✓ Have one year of legal experience which is directly related to the position being filled and equivalent to the GS-14 grade level in Federal service.

CONDITIONS OF EMPLOYMENT:

- ✓ Must maintain an active bar membership and be in good standing throughout employment in the Office of the General Counsel.
- ✓ The successful candidate must submit official law school transcripts.
- ✓ **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.
- ✓ **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify

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employment eligibility of all new hires and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.

- ✓ **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- ✓ **All qualification requirements must be met by the closing date of the announcement.**
- ✓ Financial disclosure statement will be required.
- ✓ Two-year trial period may be required.
- ✓ One-year supervisory probationary period may be required.
- ✓ Travel, transportation, and relocation expenses will not be paid.
- ✓ This position is not in a bargaining unit.

INSTRUCTIONS TO APPLY:

To receive full consideration, please submit the following documents to Ms. Tracy Leone at OGCR9Hiring@hhs.gov by 11:59 p.m., June 1, 2022:

- Cover letter
- A Qualifications Statement that provides a description of your experience and qualifications with respect to each of the following categories:
 - 1) Legal analytical skills: Ability to analyze complex legal problems and to direct the preparation of a finished legal document or other legal products. Experience should indicate a high level of analytical skills and excellent writing ability.
 - 2) Litigation experience: Previous litigation experience in any of the program areas or subject matter areas outlined under 'Major Duties' above, as well as the ability to effectively formulate the Department's position in these proceedings, and to develop litigation strategy for the defense and prosecution of matters involving nationwide impact under the applicable programs.
 - 3) Supervision and training skills: Ability to manage and supervise the work of attorneys, paralegals, and support staff of various grades and levels of experience, as well as to facilitate the effective training of less experienced attorneys and non-attorneys.
 - 4) Client relationship and representation skills: The ability to relate effectively with officials of the client units and to serve as an effective spokesperson for the Office and the Department in dealing with agencies and individuals outside the Department.
- If you are a current Federal employee, please provide a copy of your last performance appraisal and a copy of your latest SF-50.
- Resume (must include education, including names of undergraduate and law schools, degrees received and dates graduated; date admitted to bar and jurisdiction; a general description of all past employment relevant to the practice of law, including dates of employment and supervisors' name(s) and telephone number(s). Current employers will not be contacted without prior notice to a candidate.)
- Legal writing sample (no more than 10 pages)
- Law school transcripts if graduated from law school within the past five years
- Proof of bar status and standing. You must provide proof that you are a current, active member of a bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia.

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- References and contact information (at least three professional)
- No telephone calls please