

Staff Attorney (2 Openings)

About CalOptima

CalOptima is a county organized health system that administers publicly funded health care coverage for low-income children, adults, seniors and people with disabilities in Orange County, California. CalOptima's mission is to provide members with access to quality health care services delivered in a cost-effective and compassionate manner. With \$3.6 billion in annual revenue, CalOptima serves nearly 800,000 members, delivering services through four programs, Medi-Cal, OneCare Connect, OneCare and PACE. For the past six years, CalOptima has been rated the top quality Medi-Cal plan in California, according to the National Committee for Quality Assurance (NCQA) Medicaid Health Insurance Plan Ratings 2019–2020.

Position Summary:

Under the general supervision of the Deputy Chief Counsel, the Staff Attorney position performs a variety of professional and specialized legal work in the preparation of legal opinions; provision of legal guidance to CalOptima departments; creation and review of legal documents, proposed arrangements, policies and proposals; representation of CalOptima at depositions and/or administrative hearings; and performance of related work as assigned. This position is assigned a wide variety of professional legal work. This position requires adaptability, attention to detail, multi-tasking, analytical skills, strong interpersonal skills, ability to exercise discretion and independent judgment, a high level of professionalism as well as the ability to work collaboratively in a team environment. The incumbent must be able to work under the pressure of strict deadlines on multiple projects in a fast-paced environment.

Position Requirements:

- Juris Doctorate Law Degree with an active license to practice law in the state of California required.
- At least 3 years of experience in the practice of law preferred.
- Public agency and/or health care experience required.

CalOptima's Staff Attorney must possess the ability to:

- Work effectively with all levels of staff, representatives of other public agencies and governing bodies.
- Evaluate and appropriately assess the legal implications of projects and issues assigned, raising issues to the Deputy Chief Counsel as appropriate.
- Advise and assist CalOptima management and staff in understanding and applying legal interpretations and requirements.
- Conceptualize and effectively perform legal research and analyze applicability of law to CalOptima's operations.
- Communicate effectively, both orally and in writing, and produce high quality legal work under pressure and time constraints.
- Present statements of fact and law clearly, logically, and concisely in written and oral form.
- Prepare and present cases in court or administrative hearing.



- Maintain an environment of teamwork and collaboration conducive to expanding knowledge and expertise.

CalOptima's Staff Attorney must have the knowledge of:

- Laws and regulations pertaining to public agencies and the delivery of healthcare services and contractual arrangements particularly in the context of managed care.
- Public contracting and contract development, including general contract terms and conditions.
- Legal rules, principles and practices, including civil and administrative laws and procedures.

For a complete job description and to apply online, please go to www.caloptima.org. Questions can be directed to Debbie Neal, Senior Recruiter, 657-235-6891 or dneal@caloptima.org.