

ATTORNEY VACANCY ANNOUNCEMENT

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

Who May Apply: This vacancy announcement is open to all US Citizens and may be used to fill multiple positions.

DUTY STATION: San Francisco, California

SALARY RANGE: \$70,333 - \$154,000 per year

OPEN PERIOD: August 15, 2016 – September 15, 2016

JOB SUMMARY:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services (HHS) you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. It is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.

The Office of the General Counsel (OGC) is the legal team for the Department of Health and Human Services (HHS), providing quality representation and legal advice in a wide range of highly visible national issues. OGC supports the development and implementation of the Department's programs by providing the highest quality legal services to the Secretary of HHS and the organization's various agencies and divisions.

OGC is comprised of three principal subcomponents: the Immediate Office, the Headquarters Divisions and the Regional Offices. Each Headquarters Division is led by an Associate General Counsel and each of the ten Regional Offices is led by a Chief Counsel. The eight (8) Headquarters Divisions consist of the following: the General Law Division (GLD), Children, Families and Aging Division (CFAD), Ethics Division (ETH), Civil Rights Division (CRD), Centers for Medicare and Medicaid Division (CMSD), Food and Drug Division (FDD), Legislation (LEG) and Public Health Division (PHD). The ten (10) Regional offices are located in the following cities; Region I-Boston, Region II- New York, Region III-Philadelphia, Region IV-Atlanta, Region V-Chicago, Region VI-Dallas, Region VII-Kansas City, Region VIII-Denver, Region IX-San Francisco and Region X-Seattle.

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

DUTIES:

This is a General Attorney position in the San Francisco Regional Office. The incumbent will provide a variety of legal services for one or several program areas of the region. The work requires the development and application of the knowledge of HHS statutes, rules, regulations and similar materials, civil procedure, and the general principles, rules and guidance in other related areas of law. The General Attorney defends or prosecutes on behalf of the Secretary in administrative proceedings and the federal courts.

The incumbent will be expected to perform legal work for the Indian Health Service (IHS), which delivers health care to American Indians/Alaska Natives. OGC Region IX provides a wide range of legal services to program administrators and health care professionals operating IHS programs throughout 4 IHS

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administrative areas in Arizona, New Mexico, California, and Nevada. For more information, please see the IHS website at <http://www.ihs.gov>. IHS legal matters can be grouped into four major areas. First, attorneys provide legal advice on the implementation of various health care programs. Second, attorneys work closely with agency staff who negotiate contracts with tribes for health program administration. Third, attorneys defend challenges to agency actions before administrative law judges and assist the Department of Justice with cases brought in Federal court. Fourth, attorneys review the implications of proposed legislation on the IHS health delivery program.

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:

- ✓ You must possess a Juris Doctorate (J.D.) from an accredited ABA law school.
- ✓ You must have been admitted to a bar in one of the highest courts of a State, U. S. Commonwealth, U.S. territories, or the District of Columbia and be in good standing.
- ✓ You must have substantial familiarity with healthcare law, regulations and policy, especially with laws and regulations governing the programs administered by the Indian Health Service, including contracting and compacting requirements under the Indian Self-Determination and Education Assistance Act (ISDEEA).

CONDITIONS OF EMPLOYMENT:

- ✓ Must maintain active bar membership 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 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 may be required.
- ✓ Two-year trial period may be required.
- ✓ Travel, transportation, and relocation expenses will not be paid
- ✓ This position is not in a bargaining unit

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INSTRUCTIONS TO APPLY:

Please submit the following documents OGCR9Hiring@hhs.gov to receive full consideration by 11:59 p.m. on the closing date of the announcement:

- ✓ Cover letter
- ✓ Resume (must include education, including name of undergraduate and law school, degree received and date 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 supervisor name(s) and telephone number(s))
- ✓ 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
- ✓ References (at least three professional)