



Attorney, Office of General Counsel – Contracts Administration

SALARY INFO:

Salary Range:

Attorney 2	\$60,000 - \$70,000 Annually
Attorney 3	\$70,000 - \$80,000 Annually
Attorney 4	\$80,000 - \$85,000 Annually

Pay Grade: L/M/N (depending on experience)

AGENCY SUMMARY:

The Georgia Department of Community Health (DCH) is one of Georgia's four health agencies serving the state's growing population of almost 10 million people. DCH serves as the lead agency for Medicaid, oversees the State Health Benefit Plan (SHBP), and includes Healthcare Facility Regulation, impacting one in four Georgians. Through effective planning, purchasing and oversight, DCH provides access to affordable, quality health care to millions of Georgians, including some of the state's most vulnerable and under-served populations. Six enterprise offices support the work of the agency's four program divisions. DCH employees are based in Atlanta, Cordele and across the state.

JOB SUMMARY:

Under supervision, the **Attorney** primarily drafts, reviews, and negotiates contracts, amendments, license agreements, subscription-based information technology and/or cloud-computing arrangements (i.e., software-as-a-service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS)) and related professional services agreements, memoranda of understanding, interagency agreements, and other documents representing a contractual agreement on behalf of the Department of Community Health (DCH or Agency).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides analysis and advice on legal, liability, and/or risk management issues including identifying gaps or other key issues in business and process requirements, specifications and documentation that may adversely affect the projects' desired results, timelines or budget.
2. Applies knowledge of state government procurement laws and regulations.
3. Researches and analyzes case law as well as current and proposed statutory authority affecting the agency.
4. Represents the Contracts Administration unit in meetings with internal customers, other stakeholders (including any federal or State partners), and contractors.
5. Serves as the unit's liaison or reviewer in one or more of the following areas: open records, immigration and security compliance, grant agreements, and contractor compliance with insurance/security requirements.
6. Drafts or reviews letters and other legal notices related to compliance and enforcement of contract terms and conditions, including but not limited to, matters related to vendor non-compliance with software/system/solution specifications and project schedules.
7. Provides training for the Department's internal customers who request various contract actions to increase understanding of their role in the contracts process.
8. Acts as a liaison or representative between DCH and the Department of Law.



9. Keeps abreast of legal issues and developments in the health care industry and related areas.
10. Works successfully in a team-oriented environment with the ability to complete most projects on an individual basis.
11. Provides assistance to the Department of Law in the preparation and coordination of cases prior to and during court trials.
12. Complies with administrative processes designed to maintain and monitor the legal compliance of Agency processes.
13. Handles, manages, and oversees multiple projects.
14. Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Attorney 2:

- Juris Doctorate from an accredited college or university **AND** license to practice law in the State of Georgia,
- **OR** eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring,
- **OR** reciprocity **AND** One year of relevant legal experience,
- **OR** one year of experience at the lower-level Attorney 1 (LEP020).

Attorney 3:

- Juris Doctorate from an accredited college or university **AND** license to practice law in the State of Georgia,
- **OR** eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring,
- **OR** reciprocity **AND** Two years of relevant legal experience,
- **OR** two years of experience at the lower-level Attorney 2 (LEP021).

Attorney 4:

- Juris Doctorate from an accredited college or university **AND** license to practice law in the State of Georgia,
- **OR** eligibility to sit for the next Georgia Bar examination followed by Georgia Bar exam passage and licensure to practice law in the State of Georgia within one (1) year of hiring,
- **OR** reciprocity **AND** three years of relevant legal experience,
- **OR** three years of experience at the lower-level Attorney 3 (LEP022).

KEY COMPETENCIES:

- Attention to detail.
- Ability to analyze, from a legal context, business and process requirements and specifications and document such requirements/specifications in clear, well-organized and effective agreements.
- Ability to determine and ensure compliance with state standards, federal regulations, and unit/departmental procedures.
- Ability to perform legal research and analysis and apply knowledge to departmental operations, facts of cases or disputes, and advise stakeholders (both orally and in writing) on contractual issues.
- Organizational skills and ability to maintain oversight and drive completion of multiple projects.
- Ability to communicate effectively, assertively and persuasively.



PREFERRED COMPETENCIES & QUALIFICATIONS:

Preference will be given to candidates who, in addition to meeting the qualifications listed above, demonstrate some or all of the following skills/experience:

- 3-5 years of contract experience as an attorney in drafting, reviewing, negotiating, interpreting, and administering vendor agreements, software licensing agreements, service level agreements, etc. in government and/or the private sector that involve health care administration, health care access, or other related health care matters.
- 3-5 years of professional experience in a private or public sector environment involving the interpretation and application of federal, state, and/or local laws.
- 3-5 years of professional transactional experience in a private or public sector environment representing and/or advising clients procuring, overseeing, or delivering the design, development, and implementation of software or technology systems/solutions.
- Experience working with data privacy/security matters and/or information technology transactions.
- Understanding of software development change request process, including defects and requests for product enhancements or new features.
- Knowledge of each phase of the software/system/solutions development life cycle.
- Knowledge of technical legal writing.
- Experience supervising attorneys and/or support personnel with demonstrable interpersonal skills.
- Experience working in a fast-paced, time-sensitive, customer service-oriented environment with continually changing priorities.
- Strong computer skills and proficiency, including the Microsoft Office suite, Adobe Acrobat Pro, and document management software (e.g., Laserfiche).