



Attorney General Josh Shapiro Job Posting – Deputy Attorney General I/II

SECTION:	Health Care Section/Public Protection Division
CLASS:	Deputy Attorney General I/II
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Deputy Attorney General I - Pay Range 8: Starting salary \$58,132 Deputy Attorney General II - Pay Range 9: Starting salary \$66,484

BASIC FUNCTION:

The Health Care Section (HCS) works to ensure the right of Pennsylvanians to access needed health services and to protect citizens against misleading, deceptive, and unfair business practices in the provision of health services by mediating individual consumer complaints, investigating deceptive business practices, and bringing litigation, where necessary, to correct those practices. The Section also works to improve access and fairness in the health care industry by addressing wide-ranging public health concerns affecting the Commonwealth and the nation.

Deputy Attorneys General (DAGs) in the HCS provide varied legal services and advice on matters related to the enforcement of the Pennsylvania Unfair Trade Practices and Consumer Protection Law, other consumer protection laws, information privacy laws, and data security and breach notification laws, as they apply to the health care industry. Work involves the entire spectrum of the civil enforcement process including mediations, investigations, legal research and analysis, enforcement actions, settlements, and litigation and may include collaboration with other areas of the PA Office of Attorney General (OAG), including the Impact and Special Litigation Sections. An employee in this position performs progressively more complex professional legal work under the supervision of the HCS Chief Deputy Attorney General (CDAG).

EXAMPLES OF DUTIES:

- Assists Agents with consumer inquiries and mediations that are complex or require legal research or analysis
- Oversees investigations, including supporting the agents in developing and executing investigation plans, reviewing Agent Investigation Reports, and preparing recommendations to the CDAG

- Performs enforcement activities including legal review, and provides advice and recommendations with respect to the conduct of civil investigations and resulting legal actions
- Drafts relevant enforcement and settlement documents for the CDAG's review, and represents the Commonwealth and public interest in related proceedings or litigation
- Participates in or handles all aspects of state and federal litigation including drafting legal documents including pleadings, motions, and briefs; conducting discovery; participating in hearings; conducting trial preparation; and engaging in post-trial activity as needed
- Represents the OAG when actively participating with other state attorneys general in health care multistate working groups, investigations, rulemaking, and litigation with a range of issues often with nationwide implications
- Reviews, analyzes, and makes recommendations regarding proposed legislative and regulatory changes affecting public health, and when appropriate drafts responses or comments to proposals
- Conducts legal research, interprets and applies laws and regulations, and performs legal analysis in connection with the preparation of pleadings, motions, and trials as well as internal advisory memoranda for purposes of providing advice and recommendations to supervisors
- Prepares and answers intra-office correspondence as well as correspondence with consumers; opposing counsel; representatives of local, state, and federal law enforcement and regulatory agencies; consumer advocates and organizations; and others as necessary
- Completes other miscellaneous projects at the discretion of the CDAG
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

Deputy Attorney General I:

- Graduation from an accredited school of law and admission to the Bar of the Supreme Court of Pennsylvania.

Deputy Attorney General II:

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of two years of progressively responsible experience in professional legal work.