**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 Civil Rights Division.**

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

**DUTY STATION: Washington, D.C. SALARY RANGE: $63,722-$139,523**

**OPEN PERIOD*:* June 3, 2015 – July 17, 2015**

**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.

HHS is seeking an attorney to join the OGC Civil Rights Division. The Division provides legal advice and services to the Office for Civil Rights (OCR), which enforces laws prohibiting discrimination on the basis of race, national origin, disability, age, and sex under various statutes, including the Civil Rights Act of 1964 and the Patient Protection and Affordable Care Act. OCR also enforces the Health Insurance Portability and Accountability Act (HIPAA) Privacy, Security, and Breach Notification Rules, and the confidentiality provisions of the Patient Safety and Quality Improvement Act.

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

**DUTIES:**

The attorney will provide legal advice and services to OCR on issues related to the enforcement and administration of the HIPAA Privacy, Security, and Breach Notification Rules. The attorney will be responsible for supporting OCR’s resolution of potential HIPAA violations by covered entities and business associates, including reviewing OCR documentation, and working with regional civil rights attorneys involved in HIPAA investigations, settlement negotiations, and administrative and judicial enforcement. The attorney will also provide legal advice on various OCR regulatory activities; on program initiatives, including the HIPAA audit program; on HHS, other Federal agency, and Congressional initiatives affecting health privacy; and on guidance documents related to the HIPAA Rules, including the application of HIPAA to emerging technologies.

We are seeking to fill the position at the GS-11 or GS-14 level ($63,722 – 139,523), depending on experience and qualifications. The position will be located in Washington, D.C. and reimbursement for relocation expenses is not available. The candidate must have at least one year of legal experience post bar.

**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.

 Possess experience working with the HIPAA Rules; strong organizational, interpersonal, legal writing, and legal research skills; and a commitment to professionalism and public service.

**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

**INSTRUCTIONS TO APPLY:**

Please submit the following documents to [ogccrvacancy@hhs.gov](mailto:ogccrvacancy@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 preferably related to HIPAA)

 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

 Names and contact information for at least three professional references