

## Chief Deputy General Counsel

The Tennessee Department of Finance and Administration (HCFA) has an opening for a Chief Deputy General Counsel. The Chief Deputy reports directly to the General Counsel and has direct supervision over a unit that includes seven (7) attorneys and three (3) support staff members. The Chief Deputy supports the General Counsel in the administration of the entire Office of the General Counsel (OGC), which includes a total of 33 attorneys and 11 support staff organized into four (4) units.

HCFA is comprised of The Bureau of TennCare, the Tennessee Medicaid, the Office of eHealth and the Strategic Planning and Innovations Group. HCFA has an annual budget of approximately \$11 billion and has over 1000 employees.

### **Position**

The Chief Deputy reports directly to the General Counsel and will work closely with him, assisting on numerous matters of importance to the agency and apprising him of developing issues. The Chief Deputy has direct oversight and responsibility for one of the four units within OGC, the Federal Unit. The Federal Unit handles contract review and compliance issues, and provides legal support to the agency's program integrity efforts and nondiscrimination compliance. The Federal Unit includes the Privacy and Public Records Office, which not only handles HIPAA and other data protection, but also responds to public records request and most subpoenas. The Federal Unit also issues and monitors litigation holds for all on-going litigation and any reasonably anticipated litigation. This Unit provides new hire training and annual, agency-wide training on privacy, litigation holds, document retention and ethics.

In addition to oversight of the Federal Unit, the Chief Deputy works closely with outside counsel, including counsel at the Attorney General's office, to assist them in agency litigation. As an extension of that work, the Chief Deputy ensures that the General Counsel and all interested executive staff members are apprised of developments in cases of significance to the agency as those developments happen.

The Chief Deputy General Counsel also serves as the Ethics Officer for the Bureau of TennCare.

The remaining three (3) units within OGC, each of which are led by a Deputy General Counsel, are:

1. the State Unit, which handles estate recovery, represents the agency in administrative appeals involving Long Term Services and Supports pre-admission evaluation denials, provider sanctions, requests for declaratory orders, employee disciplinary actions and a variety of other matters;
2. the Regulatory Unit, which drafts or reviews agency rules and works closely with Long Term Services and Supports; and
3. the Administrative Judge Unit, which provides administrative judges for hearings on eligibility appeals.

The Chief Deputy must be able to work well with the Deputies from the other Units and provide guidance to them during the General Counsel's unavailability.

The Chief Deputy will assist the General Counsel with work associated with the hiring/termination processes necessary to OGC.

### **Skills**

Applicants should have a current, valid license to practice law in Tennessee and at least 7 years of relevant experience. Experience with contract review would be greatly beneficial, as would supervisory experience. Familiarity with Medicaid would be helpful. Most importantly, this person must have good judgment, be willing to work hard and be willing to learn. The learning curve at HCFA is steep.

The Tennessee Department of Human Resources Classification title for this position is Legal Services Director.

Qualified Candidates should submit resumes to: [hcfa.ogc@tn.gov](mailto:hcfa.ogc@tn.gov)