

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR CHIEF DEPUTY, GENERAL COUNSEL OFFICE OF LEGAL AFFAIRS

**CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY
\$ 11,732***

**FINAL FILING DATE:
February 19, 2009**

Under the general direction of the Assistant Secretary (Working Title: General Counsel), Office of Legal Affairs (OLA), the Chief Deputy General Counsel (GC) is responsible, in conjunction with the General Counsel, OLA for providing legal policy to the Secretary of the California Department of Corrections and Rehabilitation (CDCR). The Chief Deputy, GC provides advice directly to the Secretary of CDCR and Executive Staff, and oversees the day-to-day legal services provided by the OLA.

Typical duties of the position include the following:

- Provides legal advice to the Secretary of CDCR and executive staff on legal matters that have a significant impact on the operations and policies of CDCR; ensures OLA provides legal expertise and consultation on behalf of CDCR; and drafts legal opinions requested by the Secretary of CDCR, General Counsel, OLA, and other executive staff.
- Serves as senior advisor in OLA on legal matters that have a significant impact on the operations and policies of CDCR and works in coordination with the General Counsel, OLA, Assistant General Counsels, and Staff Counsels to provide legal advice and opinions to the Secretary of CDCR and executive staff.
- Serves as a legal liaison between the Secretary of CDCR and Governor's Office, other State agencies, and outside legal entities such as the Office of the Attorney General, the California District Attorneys Association and Prison Law Office.

DESIRABLE QUALIFICATIONS

- Extensive experience in a combination of management functions within a legal division of a State department that includes case management; policy formulation; and organization, coordination, and management of a legal caseload.
- Extensive experience, especially in a management capacity, in practicing law at the city, county, state or federal levels as it relates to law enforcement.
- Extensive experience in planning, organizing, and directing the workload of a large multi-disciplinary workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Experience in advising executive management on a wide variety of legal issues and effectively resolving those issues to mitigate potential lawsuits.
- Extensive experience in reacting to adversity and organizing, coordinating, and effectively responding to multiple complex legal issues simultaneously.
- Extensive experience in budgetary, fiscal, and personnel operations.
- Extensive experience in analyzing, formulating, and administering departmental policies and procedures.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.

ADDITIONAL QUALIFICATIONS

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Extensive experience in directing, assessing, or reviewing legal caseloads and working closely with control agencies.
- Extensive experience in the critical examination and critique of legal policies, regulatory, or administrative reports; and/or testimony.
- Extensive experience in criminal prosecution or defense, civil rights enforcement, public employment law, correctional or prison law, or general litigation.
- Varied administrative experience in a managerial capacity in budgets, personnel, and information systems with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- Demonstrated ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation and statute application process, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a high legal caseload environment.
- Thorough knowledge of the legal practices pertinent to California, including criminal investigations of sworn and non-sworn correctional staff and inmates; individual's constitutional rights and the legal process; and expertise in at least one or more of the following specialty areas: criminal, search, seizure, and public employment laws; rules of evidence, state and federal civil rights law, correctional or prison law, and tort litigation; other aspects of the legal system; and the California penal hierarchy and organizational structure.
- Thorough knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management techniques of motivating groups; program development and evaluation; methods of administrative problem

solving; principles and practices of policy formulation and development; a state manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

- Thorough knowledge of federal, state and local laws and regulations; experience in Strategic and Tactical Planning; ability to develop and lead initiatives that advance the organization towards its mission and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and effectively communicate information.
- Demonstrated ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; supervise, conduct, direct, and review complex and sensitive legal caseloads of all types; work well with legislative entities; manage extensive workload; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators in multiple departments and institutions and render advice on legal matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Department's mission, policies, and procedures; maintain confidentiality of lawsuits and preserve protected legal relationships and privileges; and effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.
- Thorough knowledge of adult correctional organizations, State government, and the legislative process in California.

SPECIAL REQUIREMENTS

Active membership in the California State Bar and admission to practice law.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

ADDITIONAL INFORMATION

- * PLEASE NOTE that the salary amount cited on this Job Bulletin reflects the maximum monthly compensation that **may** be rendered for this position. The actual monthly compensation will be negotiated based on the knowledge, skills, and abilities of the selected candidate.

The monthly salary of \$11,732 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13th month of consecutive employment.

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all State youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Chief Deputy, GC serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to each position and salary are subject to executive approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application online with Governor's Office and also submit a resume of qualifications and experience and three professional references (names and telephone numbers) to Tracy Heinsen, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-North, Sacramento, California 95811 by **February 19, 2009**. For further information regarding this position, please contact Tracy Heinsen at (916) 445-9061 or tracy.heinsen@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another on-line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on-line application, along with a current resume. You must also submit your resume and references to Executive Recruitment and Appointments as noted above in "How to Apply."

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.