



*The California Department of State Hospitals is dedicated to providing evaluation and treatment in a safe and responsible manner, seeking innovation and excellence in hospital operations, across a continuum of care and settings.*

## **Governor's Exempt Appointment**

**The California Department of State Hospitals is currently recruiting for  
Deputy Director/Chief Counsel, Office of Legal Services**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

**CLASSIFICATION:** Deputy Director/Chief Counsel, Office of Legal Services  
**JOB LOCATION:** Sacramento, CA  
**FINAL FILING DATE:** June 11, 2013 / Until Filled  
**SALARY:** To Be Determined

### **APPLICANT CHARACTERISTICS**

The California Department of State Hospitals (DSH) is a new Department in search of an individual who can help to transform the legal governance of a system that provides oversight of eight forensic mental health hospitals located throughout the State. If you are skilled in providing expert legal counsel to top level administrators on a wide range of legal matters from a broad policy perspective, and have legal experience consulting and working cooperatively with the Legislature, State and Federal public agencies, DSH would love to discuss having you join our leadership team!

### **POSITION DESCRIPTION**

Under the administrative direction of the Director and Chief Deputy Director, the Deputy Director/Chief Counsel plans, organizes and coordinates the Department's Legal Division; formulates, recommends, and implements departmental legal policies; manages and directs the work of the Assistant Chief Counsels and attorney legal staff; provides legal advice to the Director and Chief Deputy Director on a wide array of legal matters related to policy issues, litigation and legislation. The incumbent must demonstrate the capacity to make high level decisions on a variety of challenges in a fast-paced and changing environment; and possess strong management team experience with substantial participation in the development and evaluation of program policies. The Deputy Director/Chief Counsel also represents the Department when meeting with the Governor's Office, the California Health and Human Services Agency and before the Legislature, as needed; and serves as a member of the Executive team within the Department.

### **MINIMUM QUALIFICATION**

Must be an active member of the State Bar of California and licensed to practice law in California.

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## DESIRABLE QUALIFICATIONS

1. Ability to function as part of an executive management team to plan, develop, and implement Department policies and priorities; act as legal advisor to top management, including the ability to formulate legal policy and to initiate and recommend strategic changes impacting individual programs and the organization as a whole, in order to meet competitive demands and corporate objectives and values; and solve problems, create new ideas and develop new approaches to achieve the Department's mission.
2. Experience with legal issues related to forensic mental health, State Hospitals, involuntary medication and hearings, human resources, legislation and legislative processes, regulations and regulatory adoption processes, and administrative hearing processes.
3. Demonstrated understanding of the role, as chief legal advisor, to a policy-making body and knowledge of the practices of organizational and administrative functions, fiscal, and human resource management, and structure and culture of the State Personnel Board and the Department of Human Resources (CalHR).
4. Breadth and variety of experience as an attorney, attorney supervisor and/or contractor of attorneys in defending, pursuing, and resolving civil and administrative cases in the California Superior Court, Appellate Courts, Federal District Courts, and Courts of Appeal.
5. Proficient knowledge of civil litigation laws, regulations, trends, practices, and the California Code of Civil Procedure, California Evidence Code, Federal Rules of Civil Procedure, and California Government Code; and ability to accurately appraise legal problems; perform legal research; write and edit correspondence, pleadings, legal opinions, regulations and legislation clearly and logically; and correctly apply legal principles, evidentiary rules and precedents to propose solutions.
6. Demonstrated capacity to work cooperatively, promote partnerships, and gain support and confidence of the Administration, and state and federal control agencies; demonstrated negotiation skills including negotiations of settlement agreements, business contracts and related transactions, and/or legislative proposals; and ability to make both planned and impromptu presentations before groups on diverse, complex, and sensitive subjects.
7. Successfully served in a leadership role, with full operational and financial responsibility and accountability for a legal program, geographic region, or public initiative; experience conceiving, planning, and executing programs or projects with documented results; and ability to facilitate functional needs and structure to achieve strategic plans. Recognizes that people are the Department's most valuable resource and can attract appropriate candidates, evaluate, and select the most qualified; and dedicates time to develop and encourage staff to achieve their true potential.
8. Knowledge of the establishment of the new Department of State Hospitals and the actions required to implement the key priorities discussed in the 2011 DMH (Department of Mental Health) Transition Plan -- [www.dsh.ca.gov/Publications/TransitionAndReorg.asp](http://www.dsh.ca.gov/Publications/TransitionAndReorg.asp), as well as an understanding of the context and mission of legal issues involving the transition, both internally and externally.

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## **COMPENSATION AND BENEFITS**

Salary – is negotiable and commensurate with education, experience and training.

Benefits – medical, dental, vision, life insurance and retirement program under the California Public Employees Retirement System (CalPERS).

Leave Allowance - Vacation and sick leave benefits provided and 11 holidays observed annually

## **APPLICATION INFORMATION**

1. Submit a Standard State Application (Form 678), resume, and Statement of Qualifications (SOQ).
2. An SOQ, no more than three pages in length, describes how the candidate's background, education and experience specifically relate to the ability to perform the duties of this position.
3. The screening committee will independently evaluate each applicant's experience, education, certification and training for the position against specific job-related criteria developed from the Desirable Qualifications. Therefore, it is critical that each applicant include specific information in the SOQ on how his/her experience, education, certification, and training meet the Desirable Qualifications.
4. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

All interested applicants must submit the State Application, Resume, and Statement of Qualifications to:

**Department of State Hospitals - Sacramento**  
**Human Resources - Attention: Shuet Tang**  
**1600 9th Street, Room 440**  
**Sacramento, CA 95814**  
**(916) 654-2604**