



# Exempt Appointment

## **GOVERNOR'S EXEMPT APPOINTMENT**

THIS AGENCY GUARANTEES 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 STATE 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 LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **PENDING CONTROL AGENCY APPROVAL**

**DEPARTMENT:** CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

**POSITION TITLE:** AGENCY CHIEF COUNSEL

**FINAL FILING DATE:** JUNE 16, 2009 *or until filled*

### **DUTIES AND RESPONSIBILITIES**

Under administrative direction of the Secretary of Health and Human Services Agency (the Secretary), the incumbent advises the Secretary and staff on legal issues, and plans, organizes and centrally directs the management of legal affairs for the twelve Departments and one Board over which the Health and Human Services Agency (the Agency) has oversight responsibilities.

As a member of the Secretary's staff, the incumbent provides coordinated, cohesive legal direction to the Secretary, Departments and Boards of the Agency in an effort to promote consistency of practice and vision. The incumbent consults with and acts as an advisor to the Legal Counsels of the Agency's Departments and Boards in a variety of functions, including the following: legal research and writing of opinions; review and analysis of legislation, proposed regulations and proposed policy changes; monitoring of pending litigation; and working with the Attorney General's Office on pending litigation. The incumbent has a wide variety of legal responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgment in performing all duties.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**DESIRABLE QUALIFICATIONS**

- a. Ability to analyze legal principles and precedents and apply them to complex legal and administrative issues within the California Health and Human Services Agency, its departments, services and programs;
- b. Present statements of fact, law and argument clearly and logically in written and oral form;
- c. Draft and review opinions, pleadings, rulings, regulations and legislation;
- d. Plan, organize and direct the work of Chief Counsels in CHHS departments, offices and board;
- e. Establish, maintain and strengthen relationships with other Agency Chief Counsels, the Governor's Office of Legal Affairs, the Office of the Attorney General, the federal government, other state agencies, and advocacy groups;
- f. Organize, direct, and coordinate multiple legal projects; and,
- g. Demonstrate tact and independent judgment, and to work in politically sensitive areas, under significant pressure and short timeframes.

**PREFERRED PERSONAL CHARACTERISTICS**

- a. Demonstrated leader with the ability to identify innovative or unique legal solutions.
- b. Highly motivated, accountable individual who enjoys challenges and achieving goals.
- c. Strong organizational skills and an open collaborative management style.
- d. Excellent verbal, listening and written communication skills with the ability to communicate effectively with people at all levels, backgrounds and disciplines.

**FILING INFORMATION**

All interested applicants must complete the on-line Governor's appointment application at **[www.gov.ca.gov](http://www.gov.ca.gov)**.

**IN ADDITION**, the applicant **must submit** a Statement of Qualifications (SOQ) and a current resumé, specifying how the candidate's background and experience specifically relates to the ability to perform the full and complete duties of the specified position. The SOQ should be no more than three pages in length. The candidate must also include three professional references (names and telephone numbers).

Submit all documents to:

California Health and Human Services Agency  
ATTN: Sonia Herrera, Manager, Administration Unit  
1600 9<sup>th</sup> Street, Room 460  
Sacramento, CA 95814