



Department of Developmental Services

EXEMPT APPOINTMENT OPPORTUNITY

DEPARTMENT: DEVELOPMENTAL SERVICES

POSITION TITLE: CHIEF COUNSEL, OFFICE OF LEGAL AFFAIRS
DIRECTOR'S OFFICE

SALARY RANGE: \$9,755 - \$13,381

FINAL FILING DATE: June 30, 2011 or Until Filled

PENDING EXEMPTION FROM THE GOVERNOR'S HIRING FREEZE AND CONTROL AGENCY APPROVAL

POSITION DESCRIPTION:

Under administrative direction of the Chief Deputy Director, the incumbent is the principle legal advisor to executive and other management staff on legal issues and organizes, directs, coordinates and reviews the work of the Office of Legal Affairs (OLA) for the Department of Developmental Services (Department).

FILING INFORMATION

All interested applicants must submit the following:

- An original *standard State application (STD. 678)* with titles and dates of experience.
- A *Statement of Qualifications*. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position. The statement should be no more than two pages in length.
- A *resumé*. The resume does not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS MAY NOT BE CONSIDERED FOR APPOINTMENT

The application, resume and Statement of Qualifications should be sent to:

Department of Developmental Services
Personnel Services Section
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Peggie McQuillan

Questions should be directed to; Peggie McQuillan at (916) 322-7790 or Peggie.mcquillan@dds.ca.gov

APPOINTMENT PROCESS

The application, resume and Statement of Qualifications will be evaluated by an executive evaluation committee and the most qualified candidates may be contacted for an interview.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform higher level administrative and policy influencing functions effectively.

DESIRABLE QUALIFICATIONS

Sufficient knowledge of the organization, mission and statutory environment of the Department including; the programs, needs of the citizens it serves and the developmental center and regional center systems. Experience at a management level in the developmental disability community or other health and human services program areas. Knowledge of legal principles and their applications, legal research methods, court procedures, rules of evidence and procedure, administrative law and the conduct of proceedings before administrative bodies, provisions of laws and Government Code sections administered or enforced. Knowledge of principles, practices and trends of public administration and organization, personnel management and supervision, techniques of organizing and motivating teams, promote continuous process improvement and maintaining quality customer service, program development and evaluation, methods of administrative problem solving and principles and practices of policy formulation and development. Ensure equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

Active membership in the State Bar of California with a breadth and variety of experience (more than five years) in the practice of law (legal experience acquired after admission to The Bar) including various types of issues relating to the developmental disability community or other health and human services program areas.

An understanding of the Lanterman Act and the ability to advise the Department's Executive Staff and the Counsel on Developmental Disabilities' Members of related legal issues

Ability to work as a team player, assisting Executive Staff members in achieving the Department's mission. Provide legal consequences of proposed policy decisions and options to consider that have a solid basis in law with consideration for the goals of the Department. Integrate the activities of a diverse program to attain common goals, gain the confidence and support of top-level administrators and advise them on a wide range of administrative and legal matters, analyze legal principles and precedents and apply them to complex legal and administrative problems recommending effective courses of action with consideration of administrative policies, organization procedures and practices. Ability to present statements of fact and law with arguments presented clearly and logically, draft opinions, pleadings, rulings, regulations and legislation. Hold hearings and independently present difficult and complex cases in court. Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; plan, organize, and direct the work of a multidisciplinary and multicultural staff of attorneys and administrative staff; effectively promote equal employment opportunity in employment and maintain a workplace that is free of discrimination and harassment. Demonstrate leadership and management ability in addition to showing initiative and independence of action in policy and decision-making. Successfully work and interact with department directorates, Agency Legal Counsel, and other department legal offices (e.g. Department of Justice, Department of General Services, etc.).