



# Exempt Appointment Opportunity

THIS DEPARTMENT 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.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF AGING

**POSITION TITLE:** CHIEF COUNSEL

**SALARY:** EXEMPT LEVEL H  
\$9104 – 9847 PER MONTH

**FINAL FILING DATE:** July 30, 2012

The California Department of Aging (CDA) administers programs, through contracts with a broad array of local agencies that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. The Department and this position are located in Sacramento, CA.

## **DESIRED BACKGROUND/EXPERIENCE**

CDA seeks a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in addressing a wide range of legal/policy issues; with demonstrated skills in conducting complex legal analyses; written and oral communications, interagency coordination, and negotiations to advance policy and case resolution.

## **DUTIES AND RESPONSIBILITIES**

The Chief Counsel reports to the Director/Chief Deputy Director of the CDA. The Chief Counsel provides legal counsel to the Director and the Executive Staff on the most difficult, sensitive, and complex program issues in the Department. The Chief Counsel is responsible for ensuring that all CDA policies and procedures are consistent with federal and state laws and with the Department's mission and goals. The Chief Counsel also participates in the formation of CDA's legal positions, policies, and procedures and is regularly called upon to act on behalf of the Director or Chief Deputy Director.

The CDA staff attorney reports to and is directed by the Chief Counsel, who is responsible for planning, organizing, and coordinating all phases of the Office of Legal Services work.

This position requires a Juris Doctor degree and membership in the State Bar of California.

## **DESIRABLE QUALIFICATIONS**

- Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.
- Seasoned, mature judgment; ability to be as firm or flexible as the situation requires.
- Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.
- Self-confidence tempered by diplomacy and humility.
- Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives.
- Consensus builder both internally and externally: can formulate strategic and tactical plans for bringing diverse perspectives together; can facilitate discussion and debate that leads to a defensible outcome or solution.
- Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.
- Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; nurturing management style.
- Highest ethical standards and conduct; holds self and others accountable.
- Disciplined, dependable, pragmatic, and hardworking
- Commitment to diversity.
- Personally committed to the mission and goals of CDA.

## **STATEMENT OF QUALIFICATIONS**

### ***Instructions:***

When responding to the questions below, please follow the following guidelines:

- 1) Response must be typewritten on 8 ½" x 11" paper.
- 2) Responses must be limited to one page per item.
- 3) Identify each page with your full name.
- 4) Make sure your responses are complete, specific, clear, and concise.
- 5) Answer each numbered item separately indicating the corresponding item number for each response.
- 6) You may include multiple responses on a single page.
- 7) Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- 8) In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.

In addition to submitting a resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the desirable qualifications and prepare them for the position. The Statement of Qualifications must discuss the following:

1. Describe your experience in providing legal counsel to the director and executive staff on difficult, sensitive, and complex program, administrative, and personnel issues. The following details should be addressed in your response:
  - The implications of types of issues involved and the specific recommendations you have advocated

- Your specific role and responsibilities in providing both legal advice and in crafting the actual legal opinions, draft statutory/regulatory language, settlements, etc.
2. Describe your supervisory experience in providing leadership and policy guidance to attorneys within the legal office of an agency/department while also managing the workflow and assuring consistency in policy interpretation. The following details should be addressed in your response:
    - Your leadership approach
    - The normal workload volume/deadline timeframes
    - Tools used to manage workload effectively
    - Strategies used to achieve consistent policy guidance
    - Your specific role in drafting opinions, legislation, guidance versus managing and reviewing the work of other attorneys
  3. Describe your experience in successfully coordinating/negotiating policy issues and legal actions that involved other state agencies/departments when both entities have separate and distinct responsibilities in managing the program/service. The following details should be addressed in your response:
    - The specific interdepartmental issues involved and their implications
    - Your role and responsibilities in coordinating/negotiating these issues
    - Techniques you have used to improve coordination efforts particularly when progress has stalled or reached an impasse
    - Specific steps you take to develop/improve interdepartmental collaboration
  4. Describe your experience in making clear and persuasive oral and written presentations to the Legislature, State control agencies, departmental contractors, and public stakeholders. The following details should be addressed in your response:
    - The specific type of presentation, topic being addressed, and outcomes of this interaction
    - Your specific involvement in preparing and presenting this information
    - Description of the presentation audience
    - Timeframe available to prepare this presentation
  5. Describe a strategy/action that demonstrates your ability to be creative and/or innovative in developing a policy alternative to a particularly challenging issue. The following details should be addressed in your response:
    - The issue(s) involved that made this a particularly challenging problem
    - The potential implications if successful resolution was not achieved
    - Your specific role in developing and implementing this strategy or action
    - Rationale for taking this approach and the outcomes of this strategy/action
  6. Describe your familiarity with the Older Americans Act and the Older Californians Act as well as your legal knowledge of and experience in administering Medi-Cal programs serving older adults and persons with disabilities. Your response should specifically address your previous experience in addressing legal issues involving these programs.

7. Describe your knowledge of the Department's mission, organization, functions, and policy goals.

## **SELECTION PROCESS**

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

## **FILING INFORMATION**

As an appointee, this position is exempt from civil service; therefore, 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 to CDA the Statement of Qualifications described above, a current resume (resume does not take the place of the Statement of Qualifications), and a list that includes three professional references (names and telephone numbers). These documents should be submitted to:

California Department of Aging  
1300 National Drive, Suite 200  
Sacramento, CA 95834  
ATTN: Kaela Hopkins, Human Resources  
or email to: [kaela.hopkins@aging.ca.gov](mailto:kaela.hopkins@aging.ca.gov)

Applications sent through the U.S. Postal Service, hand carried to the Human Resources Section, faxed, or emailed must be RECEIVED BY 5 P.M. ON THE FINAL FILE DATE OF JULY 30, 2012.

**Questions regarding the selection process may be directed to  
Kaela Hopkins at (916) 419-7528.**

**REMINDER: YOU MUST ALSO COMPLETE THE ON-LINE GOVERNOR'S APPOINTMENT  
APPLICATION, LOCATED AT: [www.gov.ca.gov](http://www.gov.ca.gov)**