

PLEASE CIRCULATE AND POST



State Board of Education
JOB ANNOUNCEMENT

POSITION: Chief Counsel, State Board of Education (EXEMPT)

LOCATION: Sacramento

SALARY: \$11,346.33 – \$11,913.67/month

DUTIES: Under the general direction of the Executive Director of the State Board of Education, the Chief Counsel is responsible for:

Giving oral and written legal advice to the Board, the Executive Director and other officers and employees of the Board and its advisory bodies. The Chief Counsel also interprets and analyzes contracts, agreements, and other documents requiring the approval of the Board or the Executive Director of the Board; assist the Executive Director in briefing the Board President and ensuring that he/she is prepared to conduct the meeting in a manner that conforms to all legal requirements; and interprets and proposes legislation. He or she appears before legislative committees in presenting views of the Board on proposed legislation; and attends and participates in meetings and conferences as the legal representative of the Board.

Consulting with, advising, and assisting other legal entities regarding the legal representation of the Board, including cases in which representation of the Board has been referred to the Attorney General. The incumbent plans, directs, and reviews the work of all legal counsel under contract with the Board to provide legal representation in state and federal court; reviews and assists with the legal work of the California Department of Education legal office performed on behalf of the Board, and assists and advises the Department's legal office regarding matters involving the work of the Board.

Personally performing complex legal work. Researches and writes the most difficult legal opinions, motions, briefs, etc; participates in major litigation preparation and conduct; and oversees the implementation of decisions to intervene and file amici curiae briefs in federal and state courts on matters having national and statewide educational impact.

Coordinating the legal work of the Board, including legislative issues requiring conformity between the most complex federal legislation and state law. Coordinates state and federal litigation with major policy implications; assists in developing appropriate solutions relating to significant legal policy questions that arise in connection with the administration of the Board's programs; provides written and oral advice in response to inquiries; and acts as liaison on legal matters between the Board and the Legislature, the Secretary of Education and other public agencies.

Preparing regulations to be promulgated by the Board. Reviews and advises on regulations prepared by the Department that are to be adopted by the Board; and assists in conducting the public hearings before the Board on adopted regulations.

Serving as parliamentarian to the Board, and its advisory bodies including the Curriculum Development and Supplemental Materials Commission.

DESIRED QUALIFICATIONS: The Board seeks candidates who know the history of, and current issues in California public education; are familiar with the procedures of the Legislature and state agencies; and are committed to improving public education. Applicants should be able to:

- Work with a policy-making board, and implement its directives;
- Analyze policies and procedures and recommend appropriate actions;
- Perform high level legal analyses and apply legal principles to developing legal issues;
- Interact with people with diverse backgrounds and personalities;
- Communicate orally and in writing.

WHO MAY APPLY: This position is a Governor's appointment and is exempt from civil service. No civil service eligibility is required. Membership in the State Bar of California is required.

HOW TO APPLY: Submit a Cover letter, Resume, and State Application (Form 678) to:

Kathy Dobson, Legal Assistant
State Board of Education
1430 N St., Suite 5111
Sacramento, CA 95814
Telephone: 916-319-0692

APPLICATIONS will be accepted until the position is filled.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-735-2929 Voice Phones 1-800-735-2922

CALIFORNIA STATE GOVERNMENT AN AFFIRMATIVE ACTION 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.