



Exempt Appointment CHIEF COUNSEL, STATE PERSONNEL BOARD

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DEPARTMENT: State Personnel Board

FINAL FILE DATE: January 21, 2009

SALARY RANGE: \$10,005 - \$10,821

Position Description

The Chief Counsel is the principal legal advisor to the State Personnel Board Members and the Executive Officer. The Chief Counsel represents the Board in all legal matters. As a member of the Executive staff, the position serves in a high administrative and policy-influencing capacity with significant responsibility for formulating Board goals, policies and business objectives. Specific duties include:

- Plans, organizes and directs the work of the Legal Division of the Executive Office. Reviews proposed decisions prepared by the Administrative Law Judges and hearing officers for compliance with case law, statutes, regulations, and Board policy. Advises the Board with respect to action to be taken with regard to proposed decisions, and prepares and oversees preparation of Board decisions in cases heard by the Board itself or where petition for rehearing has been granted. Drafts Board resolutions as necessary. Reviews and approves stipulations for settlement.
- Participates in the development and implementation of departmental programs and policy by ensuring legal issues are fully considered in the development of programs and policies. Consults and advises members of the Board and Executive staff on legal issues arising in connection with the administration of departmental programs. Reviews proposed statutes, rules, policies, agreements, and decisions for compliance with applicable legal requirements; drafts and oversees drafting of proposed legislation and regulations; and provides advice to Board staff on legal consequences of various proposals.
- Reviews and coordinates all litigation matters involving the Board. Determines, in conjunction with the Attorney General's Office, whether the Board should be represented by the Attorney General's Office, by private counsel, or by the Board's Legal Division. Litigates and oversees litigation of cases where the Board is a party. Monitors and provides direction to management on the implementation of court orders and decisions.
- On request, may serve as Acting Executive Officer in the absence of the Executive Officer or the Assistant Executive Officer.
- Represents the Board before the Legislature and other rulemaking bodies, conducts training, and oversees the publication of Board's precedential decisions.

Required Qualifications

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience which has included substantial responsibility for a combination of management functions in a legal operation of a State department that included case management; policy formulation; and organization, coordination and management of a legal case workload.
- Experience working successfully with top level management, including but not limited to Executive Officers, Board Members, employee advocacy groups, attorneys, and officials from other State agencies.
- Experience formulating and administering departmental policies and programs.
- Ability to plan, direct, and manage the activities of attorneys and legal support staff.

Filing Instructions

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications." The Statement of Qualifications serves as a documentation of each candidate's ability to successfully perform in this position. (See next page)

Your State Application, Statement of Qualifications and Résumé must be delivered by 5:00 p.m. or postmarked by Wednesday January 21, 2009 to:

State Personnel Board
801 Capitol Mall, MS 66
Sacramento, CA 95814

Attention: Armando M. Hidalgo, Assistant Chief
Administrative Services Division

Statement of Qualifications

In addition to the standard state application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities would benefit the State Personnel Board. Statement of Qualifications requirement: Type single-spaced, Arial 12 point font, with business acceptable margins, no more than one page per question.

Be as specific as possible by describing incidents in your experience that relate to the six topics set out below, and include dates and other details.

1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, managing the work of lawyers and non-lawyers and/or contractors, and dealing effectively with a variety of individuals, organizations, and state agencies. Cite at least one specific example of a situation that required you to coordinate the work of lawyers and non-lawyers in order to produce a work product, providing a date and description of the underlying facts.
2. Discuss your background in terms of how it would further the State Personnel Board's strategic plan. (See <http://www.spb.ca.gov/about/index.htm>, or the "About SPB" tab of the State Personnel Board's website.)
3. Describe the most challenging situation you have faced as a manager: why you found it challenging, how you addressed the situation, the outcome of your actions, and what you learned from the experience.
4. Describe an oral presentation you made either (1) in an adversarial proceeding in court or before an administrative body, or (2) in the Legislature within the last five years, or (3) to a Board or Commission. Explain how you prepared for the presentation, the reaction you received, and your overall satisfaction with your approach. Of particular interest are presentations where your position was the weaker or more disfavored position as compared to the opposing position.
5. Describe your experience as in-house counsel, either within state government or in private practice, and how you view your role as in-house counsel and your impact on internal Board policies.
6. Describe your experience regarding California state government employment and personnel law.

General Information

Questions regarding this position should be directed to Armando M. Hidalgo, Assistant Chief, Administrative Services Division at (916) 653-0155.