



# STATE OF CALIFORNIA

An Equal Employment Opportunity 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

## **INVITES APPLICATIONS FOR**

### **DEPUTY DIRECTOR/CHIEF COUNSEL LEGAL DIVISION**

**CALIFORNIA DEPARTMENT OF  
SOCIAL SERVICES  
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY  
\$10,453 - \$14,058**

**FINAL FILING DATE:  
Until Filled**

As a member of the Executive staff, the Deputy Director/Chief Counsel provides executive leadership and establishes policies and procedures for the programs delegated to the Legal Division within the California Department of Social Services (CDSS), the nation's largest state social services system.

Typical duties of the position include the following:

- Serves as the principal legal advisor to the CDSS Director and provides legal advice on policies concerning all the programs administered by the Department.
- Plans, develops, implements, administers and assesses Department policies, programs, and procedures related to legal issues and the legal implications of administrative or legislative actions.
- Directs the Legal Division staff in a variety of functions, including legal research and writing legal opinions; review and analysis of legislation, proposed regulations, existing and proposed federal laws and regulations, proposed policy changes; monitoring of pending litigation; working with the Attorney General's office regarding the presentations of the Department in pending litigation.

- Represents the Department at full evidentiary administrative hearings to revoke or deny community care licenses; and representing the Department in Superior Court in litigation ancillary to the community care licensing administrative hearings.
- Represents the Department in all legal matters.
- Represents the Department before the Legislature and its committees, Congress, federal agencies, numerous stakeholder groups, and other public bodies.
- Maintains a strong working relationship with other legal divisions within the Health and Human Services Agency, the Attorney General's office, the federal agencies that oversee the federally funded programs administered by CDSS and with county counsels. The Deputy Director/Chief Counsel is also expected to work with counsels in other states as needed.
- Formulates Department policy on issues arising under state and federal legislation, coordinates work on legal and related problems and issues with the legal staff of other state departments and local jurisdictions.

### **DESIRABLE QUALIFICATIONS**

- Extensive experience in a combination of management functions within a legal division of a State department that includes case management; policy formulation; and organization, coordination, and management of a legal caseload.
- Extensive experience, especially in a management capacity, in practicing law at the city, county, state or federal levels as it relates to social services programs.
- Extensive experience in planning, organizing, and directing the workload of a large multi-disciplinary workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Experience in advising executive management on a wide variety of legal issues and effectively resolving those issues to mitigate potential lawsuits.
- Extensive experience in reacting to adversity and organizing, coordinating, and effectively responding to multiple complex legal issues simultaneously.
- Extensive experience in budgetary, fiscal, and personnel operations.
- Extensive experience in analyzing, formulating, and administering departmental policies and procedures.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.

### **ADDITIONAL QUALIFICATIONS**

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Extensive experience in directing, assessing, or reviewing legal caseloads and working closely with control agencies.
- Extensive experience in the critical examination and critique of legal policies, regulatory, or administrative reports; and/or testimony.
- Varied administrative experience in a managerial capacity in budgets, personnel, and information systems with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.

- Demonstrated ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation and statute application process, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a high legal caseload environment.
- Thorough knowledge of the legal practices pertinent to California and expertise in at least one or more of the following specialty areas: public employment laws; rules of evidence, state and federal civil rights law, tort litigation; individual's constitutional rights and the legal process; and other aspects of the legal system; and the California penal hierarchy and organizational structure.
- Thorough knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management techniques of motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; a state manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- Thorough knowledge of federal, state and local laws and regulations; experience in Strategic and Tactical Planning; ability to develop and lead initiatives that advance the organization towards its mission and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and effectively communicate information.
- Demonstrated ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; supervise, conduct, direct, and review complex and sensitive legal caseloads of all types.
- Thorough knowledge of the social service program organizations, State government, and the legislative process in California.

### **SPECIAL REQUIREMENTS**

Active membership in the California State Bar and admission to practice law.

### **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 11 holidays plus two professional development days and one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

### **THE DEPARTMENT**

The Department of Social Services serves, aids and protects needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and fosters independence. The Department's headquarters office is located in Sacramento, California.

## **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Deputy Director/Chief Counsel, Legal Division serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to each position and salary are subject to executive approval.

## **HOW TO APPLY**

Qualified persons must complete and file an appointment application online with Governor's Office. Qualified persons must also submit a resume of qualifications and experience, a Statement of Qualifications (no more than three pages) based on the Desirable Qualifications identified in this announcement, and three professional references (names and telephone numbers) to Nancy Lee, Special Assistant to the Directorate, Department of Social Services at 744 P Street, MS 8-17-11, Sacramento, California 95814. For further information regarding this position, please contact Nancy Lee at (916) 657-2598 or [Nancy.Lee@dss.ca.gov](mailto:Nancy.Lee@dss.ca.gov).

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.gov.ca.gov](http://www.gov.ca.gov) or [http://www.gov.ca.gov/m\\_appointments.php](http://www.gov.ca.gov/m_appointments.php).

*Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another on-line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on-line application, along with a current resume. You must also submit your resume, Statement of Qualifications, and references to the Department of Social Services as noted above in "How to Apply."*