



# EXEMPT

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. 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 this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.

## **EXEMPT APPOINTMENT**

**DEPARTMENT:** TRANSPORTATION  
**POSITION TITLE:** CHIEF COUNSEL  
**SALARY LEVEL:** \$11,054 - \$13,601  
**LOCATION:** HEADQUARTERS – SACRAMENTO  
**BULLETIN RELEASE DATE:** APRIL 9, 2015  
**FINAL FILING DATE:** MAY 11, 2015

## **DUTIES/RESPONSIBILITIES**

The Chief Counsel serves as legal advisor to the Director and Chief Deputy Director of Department of Transportation and confers with the Director, Deputy Directors, District Directors and Division Chiefs on legal matters and is responsible for directing the staff of the Legal Division. Responsibilities include:

- Develops and implements policies, formulates work programs and evaluates effectiveness of the preparation, delivery, administration and oversight of legal services and projects in the Department.
- Develops short and long term strategic direction for the legal program. Establishes Operational Plans that include the Department's strategic goals, objectives, and performance measures.
- Serves as legal advisor to Director's executive staff. The position serves in a high administrative and policy-influencing capacity with significant responsibility for formulating transportation goals, policies and business objectives.
- Oversees all of the most difficult and sensitive legal cases handled by the Department.
- Monitors, reviews and approves resolution of litigation involving the Department.
- Communicates and coordinates legal developments with other public entities, California State Transportation Agency and Governor's Office legal staff.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Caltrans Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

**Ability to:** plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; 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 variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans EEO objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## SPECIAL REQUIREMENTS

Possession of current membership in the State Bar of California and admission to practice law.

## DESIRABLE QUALIFICATIONS

Experience at the Assistant Chief Counsel level or higher which developed the following qualifications:

- Broad and comprehensive knowledge of state and federal highway policies, guidelines, and standards.
- Demonstrated ability in the management of large budgets, administration of large organizations, and setting of performance measures to ensure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in legal matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

## 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.

## FILING INSTRUCTIONS

**The Chief Counsel serves at the pleasure of the Governor and is an "Exempt" position; therefore all interested applicants must submit the online Governor's appointment application, at: [http://gov.ca.gov/m\\_appointments.php](http://gov.ca.gov/m_appointments.php).**

**All applications go directly to the Governor's office, not the Department of Transportation.**

Questions regarding this application process should be directed to: Szandra Keszthelyi at (916) 227-7838.

California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.