



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

The Office of the Secretary for Environmental Protection, California Environmental Protection Agency (CalEPA), is seeking applications for an Assistant General Counsel. Under the general direction of the Secretary and the Deputy Secretary for Law Enforcement and Counsel, the Assistant General Counsel for Enforcement provides legal counsel to the agency and plans, organizes, and coordinates CalEPA enforcement efforts to provide aggressive, consistent, and predictable enforcement across all environmental programs.

We are located in the award-winning Joe Serna Jr. Cal/EPA Headquarters Building adjacent to City Hall and Cesar Chavez Park. Convenient covered parking and easy access to all mass transit is nearby.

DUTIES: The Assistant General Counsel for Enforcement oversees, manages, and coordinates special legal projects involving CalEPA and its boards, departments and offices, as assigned by the Deputy Secretary. The incumbent assists the Deputy Secretary in providing opinions and recommendations on litigation and legal disputes, legislation and proposed regulations, personnel issues, agency appointments, and legal implications of proposed agency policies and decisions.

The Assistant General Counsel for Enforcement also coordinates enforcement efforts with other state agencies such as the Natural Resources Agency, and coordinates case development and investigative support through environmental task forces. The incumbent may assist in the development and maintenance of local environmental enforcement task forces.

The Assistant General Counsel also participates in the management of a multimedia compliance and enforcement working group and coordinates investigation training activities for Cal/EPA.

DESIRABLE QUALIFICATIONS:

- Knowledge of laws, regulations, executive orders, and agency rules
- Excellent written and oral communication skills
- Knowledge of CalEPA programs
- Familiarity with Lexis on-line legal research
- Hearing/trial experience
- Ability to exercise a high degree of initiative, independence, and flexibility
- Ability to work cooperatively and effectively with others and to effectively participate as a member of a management team



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- Knowledge of rules of evidence

APPLICATION PROCESS:

If interested, please submit a completed standard State application (STD 678) and any other relevant documents (e.g. unofficial transcript, copy of any degrees, resume, etc.) along with a cover letter and a statement of qualifications.

Please submit all documents via USPS mail to:

Ashlyne Poston
Office of the Secretary
1001 I Street, 24th Floor
Sacramento, California 95814