



**THE DEPARTMENT OF CONSUMER AFFAIRS
LEGAL AFFAIRS DIVISION
INVITES APPLICATIONS FOR THE POSITION OF

ASSISTANT CHIEF COUNSEL, LEGAL AFFAIRS

Exempt Salary \$9416-10,488 (old salary rate)**

Duties/Responsibilities:

Under the direction of the Deputy Director for Legal Affairs, Department of Consumer Affairs (Exempt Level C), the Assistant Chief Counsel, Legal Affairs, oversees the daily operations of the Legal Affairs Division and is responsible for, but not limited to, the following duties: managing the activities of the Legal Division team including Attorneys, Supervising Attorneys and support staff responsible for legal activity services; planning, directing, and organizing the operations of the Legal Division including legislation, legal advisory to boards, bureaus, and divisions within DCA; regulations, rulemaking, contracts, legal opinions, and training; reviewing and approving staff work and advising staff on legal opinions and disciplinary decisions to ensure consistency throughout the department. The Assistant Chief Counsel will, under the direction of the Deputy Director for Legal Affairs, monitor court cases filed by or against DCA and or its constituent agencies; complete or assign special projects as referred by the Deputy Director or the Executive Office. The Assistant Chief Counsel, in accordance with the Deputy Director, will determine and set department policy on legal or procedural matters. The position is exempt from civil service and is located in Sacramento, CA.

General Qualifications

All applicants must:

- o Be active members of the California State Bar and must possess essential personal qualifications, including integrity, initiative, dependability, good judgment and the ability to work cooperatively with others.
- o Possess the following knowledge and abilities:

Knowledge of: Legal principles and their application, legal research methods, court procedures and rules of evidence, administrative law and the conduct of proceedings before administrative bodies, Government Code and Business and Professions Code statutes administered and enforced under the jurisdiction of the DCA; principles and practices of employee supervision, including development, training and personnel management and supervision; policies; formal and informal aspects of the legislative process.

Ability to: Plan, organize and direct the work of attorneys and support staff; analyze legal problems and apply legal principles and precedents to a particular set of facts; reason logically and creatively; evaluate alternatives and make sound recommendations, review and edit legal writing and participate in the development and implementation of departmental policy; prioritize multiple issues and continue to move matters in a productive direction

Special Qualifications

1. **Administrative experience; including, but not limited to the ability to prepare, understand and work with a government budget, develop regulations, rulemaking, policy development and implementation.**
2. **Supervisory experience, including the ability to organize, direct and control the flow of work and manage professional and clerical staff within an office.**
3. **Experience working with a board, committee or commission.**

In addition, the following qualifications are desirable:

- Knowledge of current issues facing consumers and the licensed professions under the Department's purview.
- The ability to communicate effectively with stakeholders and all levels of staff.
- The ability to work on sensitive issues with diplomacy.
- Litigation experience.
- Demonstrated ability to work within a large organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.

How to Apply

Interested persons must submit either 1) a resume/CV or 2) a signed State application (Std. 678) AND a one-page **Statement of Qualifications** (SOQ) that discusses specific experience that meets each of the three (3) Special Qualifications identified above. The resume/CV or application and SOQ may be submitted via electronic or hard copy and should be addressed to:

Department of Consumer Affairs
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: Laura Gutierrez
Office of Human Resources
Or via email to: laura.gutierrez@dca.ca.gov

**All submissions must be received by 5:00 p.m. on July 23, 2014
and must include email and telephone contact information.**

All submissions will be screened and only the most qualified candidates will be scheduled for an interview during **August/September 2014**. Additional interviews may be held. Travel expenses incurred by applicants for interviews are the sole responsibility and at the expense of each candidate. For further information, please contact Laura Gutierrez at (916) 574-8331 or Jeffrey Sears, DCA Personnel Officer at (916) 574-8300.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.