STATE OF CALIFORNIA

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and, 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.

INVITES APPLICATIONS FOR

CHIEF DEPUTY GENERAL COUNSEL
LEGAL AFFAIRS
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: $11,743 - $12,095

TO FILL TWO POSITIONS

PLEASE NOTE that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

FINAL FILING DATE:
Until Filled

Under the direction of the Assistant Secretary, Legal Affairs, the Chief Deputy General Counsel (CDGC) supervises the Office of Legal Affairs (OLA) and exercises independent judgment to resolve complex legal issues with statewide impact. The CDGC plans, organizes, directs, coordinates, reviews, and monitors the California Department of Corrections and Rehabilitation (CDCR) legal caseload; develops and recommends policy impacting the operations of OLA; and acts in the absence of the Assistant Secretary, Legal Affairs. The CDGC directly supervises OLA Assistant General Counsels (AGC) and the Legal Support Team Manager.

Specific duties include, but are not limited to:

- Oversees the operations of OLA; plans, assigns, directs, and monitors OLA's legal work, including the litigation and administrative hearings occurring in federal and state courts and before the State Personnel Board and Administrative Law Judges; approves the hiring and termination of OLA attorneys and office staff, and directs their training; evaluates performance of OLA staff and directs appropriate action; and consults with staff on difficult and complex legal issues.

- Provides legal advice and counsel to the Secretary, CDCR, executive, and other staff on matters relating to legal policies, procedures, rules, regulations, and complex litigation; studies, interprets, and applies law, court decisions, and other legal authorities; and personally performs assignments of the highest profile or sensitivity.

- Reviews proposed settlements of all significant litigation and provide recommendations to the Secretary; and consults with the Attorney General's Office, outside counsel, executive staff, and other agencies on litigation that has significant fiscal or policy impact on the operations of OLA and the CDCR.

- Directs the preparation of budget requests and approves OLA's budget; monitors the overall administrative operations of OLA; and prepares legal correspondence and reports.

DESIRABLE QUALIFICATIONS

- At least 5 years of progressively responsible experience in the practice of law.
- 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.
- Experience managing personnel in a state and/or civil service environment, including planning, organizing, directing, and monitoring the workload of a large multi-disciplinary workforce.
- Experience operating at an intellectually high level providing guidance and direction for a large state agency; and working collaboratively with executive staff to meet the Department's mission and goals.
- Experience managing complex and/or class action litigation.
- Experience as a legal advisor to executive management, including effectively resolving issues to mitigate potential lawsuits; and analyzing, recommending, and implementing policies, procedures, recommendations, and guidelines to comply with Department objectives and legislative and legal requirements.
- Experience in reacting to adversity and organizing, coordinating, and effectively responding to, multiple complex legal issues simultaneously based on thorough analytical judgment.
- Experience with operating budgets and in planning, organizing, and leading personnel that includes legal professionals.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and with internal and external stakeholders.

ADDITIONAL QUALIFICATIONS & SKILLS

- Knowledge of the Department's mission, organization, goals, functions, and policies, as well as relevant substantive areas of law applicable to the Department.
- Experience in directing, assessing, or reviewing legal caseloads and working closely with control agencies.
- Experience in conducting critical examination and legal analysis of policies, reports, legal memoranda, and legal briefs to ensure relevant issues are identified and appropriately analyzed under applicable law.
- Experience in complex litigation, preferably in one or more of the following areas: class actions, criminal prosecution or defense, civil rights enforcement, public employment law, or correctional or prison law.
- Thorough 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 in public administration, organization, and management techniques of motivating groups; program

development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.

- Demonstrated ability to plan, organize, direct, and review the work of others to meet Department standards and expectations.
- Demonstrated strategic thinking and the ability to take initiative and proactively identify legal issues and manage risk by proposing and implementing solutions.
- Demonstrated ability to gain the confidence and support of top level administrators in multiple departments and institutions.
- Demonstrated ability to professionally and persuasively communicate views and opinions and facilitate an open exchange of ideas.
- Knowledge of a manager's responsibility to effectively promote equal employment opportunity in hiring and employee development; and maintain a work environment that is free from discrimination and harassment.

SPECIAL REQUIREMENTS

- Active membership in the California State Bar and admission to practice law.
- The successful candidate must maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected when necessary to complete assignments in a timely manner and otherwise fulfill the duties of the position.
- The successful candidate must be willing and able to travel and work outside of the Headquarters office.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Days – two days per fiscal year
- Medical, dental, and vision insurance
- Life insurance basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees
- 11 holidays plus 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

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, moving, and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. 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 the Chief Deputy General Counsel Training and Experience Questionnaire following the final filing date. Candidates with the most desirable qualifications may be invited for interviews. Interviews will be held in Sacramento, California. The Chief Deputy General Counsel serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

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

HOW TO APPLY

Qualified persons must:

1. Complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office at www.gov.ca.gov.
2. Complete and submit responses to the attached Chief Deputy General Counsel Training and Experience Questionnaire. Candidate responses to the questionnaire should be typed and cannot exceed three pages in length or be less than 12 size font.
3. Submit:

    - Questionnaire responses
    - Resume of qualifications
    - Experience
    - Three professional references (names and telephone numbers)

    To: Christopher M. Colbert Sr., Executive Appointments Unit, Office of Workforce Planning, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Sacramento, California 95811-7243 Attn: Office of Workforce Planning, Executive Appointments Unit, Room 101-N. For further information regarding these positions, please contact Christopher M. Colbert Sr. at (916) 445-9287 or christopher.colbert@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested, if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Executive Appointments Unit as noted above in "How to Apply."

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

***Vision**: With our partners, we protect the public from crime and victimization.*

***Mission**: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*

Chief Deputy General Counsel Training and Experience Questionnaire

Question # 1

As a Chief Deputy General Counsel, you will lead staff and act as a trusted advisor to the General Counsel and executive staff. Please explain how you are qualified to be a Chief Deputy General Counsel, including experience, training, education, and any other activities that best illustrate your qualifications.

Question # 2

As a Chief Deputy General Counsel, you receive a draft of a major pleading or brief from litigation counsel and find that the draft is missing a key argument and is poorly organized. Please address each of the following questions and include any relevant training or experience you have in dealing with this situation:

- How do you present your concerns to the author?
- How do your address your concerns with your staff assigned to the matter?
- How do you address your concerns with other stakeholders who are simultaneously reviewing the document?
- What steps do you take to alleviate similar problems in the future?

Question # 3

As a Chief Deputy General Counsel, you will be expected to react to adversity; and organize, coordinate, and effectively respond to multiple complex legal issues simultaneously based on thorough analytical judgment. Please address your experience in these types of situations, including specific examples.