COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD

ASSISTANT COUNTY COUNSEL

Office of County Counsel

Anticipated Hiring Range $200,000 to $210,000

Excellent Benefits Package

www.sandiegocounty.gov

ASSISTANT COUNTY COUNSEL | COUNTY OF SAN DIEGO

OFFICE OF COUNTY COUNSEL

This executive management position serves as the principal assistant to the County Counsel in providing legal services to the Board of Supervisors, County officers, departments, courts, and special districts; to assist in handling special complex and high profile projects and assignments; and to perform related work as assigned by County Counsel. The main functions of the position are:

- Provides assistance to the County Counsel with special high profile complex projects and assignments.
- Performs legal services in support of the County Counsel's representation of the Board of Supervisors, county officers, departments, courts, and special districts.
- Prepares briefs, opinions, and other legal instruments.
- Provides assistance in support of the preparation of complex trials and appeals in significant cases in Federal and State courts; reviews and approves contracts, legal opinions, and other legal documents.
- Provides legal advice and information to the Board of Supervisors, Chief Administrative Office, Elected Officials, department directors, and representatives from other governmental agencies.
- Identifies operational problems and formulates appropriate solutions.
- Reviews and updates the contents of the County Counsel Legal Guide and Disciplinary Guide.

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- At least seven (7) years experience practicing law
- At least three (3) years experience in a supervisory/management position at a public law office
- Experience litigating cases, evaluating cases and identifying, analyzing and mitigating risks
- Experience advising elected officials and top level managers in a local government setting
- Experience preparing, reviewing and managing budgets and other financial reports
- Preparing reports and presentations for elected officials and top level managers of a local government

MINIMUM QUALIFICATIONS

Active membership in good standing with the State Bar of California AND five (5) years of experience which demonstrates the ability to perform the essential functions of the classification. Experience must include four (4) years of management level experience and at least one (1) year of supervision

COMPENSATION

The anticipated annual salary range upon appointment for this position will be $200,000 to $210,000.

Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- Medical, dental, and vision insurance plans.
- Disability Insurance, Life Insurance, and Accidental Death/ Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.
- Defined benefit retirement program.
- Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed here.
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans.

THE OFFICE OF COUNTY COUNSEL

The Office of County Counsel is a full-service law office, tasked with handling the County's civil law needs, including proactive participation in all phases of governmental decision-making and a very active and successful trial litigation program.

The office provides advisory and litigation support to the Board of Supervisors, County departments, County officers, boards, and commissions. The office also represents the County in juvenile dependency matters and administers public liability claims.

The Office of County Counsel is located on San Diego harbor in the County Administration Center situated in the middle of the Waterfront Park.

County Counsel is mandated to defend all civil actions against the County, its officers, boards, commissions, and employees, and to provide other civil legal services to the Board of Supervisors, County officers, departments, boards, commissions and special districts. Services to special districts, including litigation, are provided on a fee basis. Through its Claims Division, the department administers public liability claims, County claims against third parties, and employees' lost property claims. County Counsel also represents the Health and Human Services Agency in juvenile dependency matters.

Mission Statement: "To deliver the highest quality legal services to our clients as efficiently and economically as possible in order to facilitate the achievement of the goal of County government to better serve the residents of San Diego County."

THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of $5.40 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). The successful candidate must have a general understanding of the General Management System.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted on-line. To apply, go to www.sdcounty.ca.gov, then link to jobs; or click here.

In addition to completing the application, please submit an updated résumé indicating academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, number of direct reports or staff, and salary information.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information: www.livewellsd.org.

LIVE WELL SAN DIEGO

Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any ***county***, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Kevin Scott, Senior Human Resources Analyst, Department of Human Resources, Kevin.Scott@sdcounty.ca.gov.

County of San Diego

Department of Human Resources

5530 Overland Ave., Suite 210

San Diego, CA 92123

(619) 236-2191; Toll Free (866) 880-9374

05/24/16
Class No. 2217