

COUNTY OF SAN DIEGO



CHIEF DEPUTY COUNTY COUNSEL

ANTICIPATED SALARY RANGE
\$230,000 - \$240,000 ANNUALLY

SANDIEGOCOUNTY.GOV



THE POSITION

The County of San Diego is seeking a dynamic, highly motivated, and team-oriented leader to fill an immediate opening for a **Chief Deputy County Counsel**. This is an outstanding and exciting career opportunity in a dynamic environment for a highly motivated individual with significant employment law experience. Under direction of the County Counsel and Assistant County Counsel, this management position will provide legal services to the Board of Supervisors, County officers, departments, Board committees, and other staff primarily in the area of employment law.

Responsibilities include the following:

- Provide assistance to the County Counsel with special high-profile employment and personnel related projects and assignments
- Supervise a team of attorneys and other professional staff assigned to handle employment law
- Provide responsive, high quality legal advice concerning HIPAA and other County employee privacy issues
- Identify and analyze legal risks
- Oversee workplace personnel investigations
- Assist with employee hiring, training, retention, and discipline issues
- Assist in the preparation and monitoring of internal and external legal budgets to ensure cost effective delivery of services
- Draft legal briefs, opinions, and reports
- Identify operational problems and formulate appropriate solutions
- Stay current on legal developments relevant to the County's business and affairs

THE IDEAL CANDIDATE

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

- At least ten years experience practicing law
- At least three years experience in a supervisory position at a public law office or a private law firm representing public entity clients is highly desirable
- Experience litigating and evaluating employment law cases; and identifying, analyzing and mitigating risks
- Experience advising elected officials and executive level managers regarding employment law and personnel related issues
- Experience preparing reports and presentations for elected officials and executive level managers of a local government or large organization
- Proven track record of building and establishing a successful and cohesive team
- Exhibits the highest ethical standards, has a great enthusiasm for the law and enjoys training and mentoring others

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 of County Counsel is responsible for representing 48 different County departments and a staff of over 18,000 employees.

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.

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.

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

Mission: 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.

MINIMUM QUALIFICATIONS

Active membership and in good standing with the State Bar of California AND five (5) five years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/strategic-plan) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.

SALARY AND BENEFITS

COMPENSATION

The anticipated hiring salary range is: \$230,000 - \$240,000 annually. Salary reviews are performance-based and goal oriented.

BENEFITS

- 15 days of paid vacation, 10 days of executive time-off, 13 days of paid sick leave, and 14 paid holidays
- Medical, dental, and vision insurance plans
- Flexible management benefit package – a monthly credit may be used to select benefits from a group of options, [benefits information](#)
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Deferred Compensation Program 457 and 401(a) plans
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit www.sdcera.org
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)



HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Cover letters and resumes are required. You may complete an online application at our website: <https://www.sandiegocounty.gov/hr>; select the current job postings link, job number 23221811U. Please attach a copy of your college degree, final transcript, diploma, or completion letter.

First round of review will occur the week of December 4, 2023. Interested individuals are encouraged to submit an application as soon as possible for consideration.

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Hiring managers will receive a redacted resumé to make a determination of which candidates they will interview.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov.

Questions about the position may be directed to Shontay Turner, Group Human Resources Director, Finance and General Government Group, at Shontay.Turner@sdcounty.ca.gov.