



CAREER EXECUTIVE ASSIGNMENT
Examination Announcement

Chief Legal Counsel

Final Filing Date: 5/9/2016

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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 illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

POSITION DETAILS

Job Control #: JC-12738
Position #: 339-100-7500-900
Working Title: Chief Legal Counsel CEA
Classification: Level B
\$9,978.00 - \$14,409.00
Salary will be commensurate with applicable experience pursuant to GC8544.

Number of positions: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment - Non Tenured, Full Time

DEPARTMENT INFORMATION

The California State Auditor is the State's independent and nonpartisan auditing and investigative arm serving the California State Legislature and the public. For nearly 60 years, the office has served California by auditing and reviewing state, local, or publicly created agency performance and operations; identifying wrongdoing or mismanagement; and providing insight on issues. Our audits result in truthful, balanced, and unbiased information that clarifies issues and brings more accountability to government programs. We pride ourselves on proposing innovative solutions to problems identified by our audits so that state agencies can better serve Californians. Each year our recommendations result in meaningful change to government, saving taxpayers millions of dollars.

JOB DESCRIPTION AND DUTIES

Reporting directly to the State Auditor, the Chief Legal Counsel serves as the chief legal advisor providing legal advice and counsel on all legal matters involving the office. The Chief Legal Counsel manages the office's legal function utilizing a team of attorneys and administrative staff. Specific responsibilities include but are not limited to:

- Directing legal services for all aspects of audit work.
- Providing executive level oversight for the Investigations Division and the office's implementation of the Whistleblower Protection Act.
- Providing legal advice on the development and implementation of, and compliance with, new programs.

- Providing legal advice pertaining to the Joint Legislative Audit Committee (JLAC), the Legislature, and state and local government; providing key legal and policy advice on legislative hearings, and providing testimony as necessary. Advising on the development of legislation intended to implement recommendations made in audit reports.
- Managing legal reviews of all audit requests submitted for JLAC approval.
- Advising on the office's legal compliance with the public records act and other state and federal laws.
- Providing counsel on information technology security, information privacy issues, personnel matters, and other administrative issues.

SPECIAL REQUIREMENTS

Candidates must be active members in good standing in the State Bar of California.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered.

Final Filing Date: 5/9/2016

Who May Apply

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this job posting. A completed copy of the application packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

California State Auditor's Office
 Attn: Human Resources Office
 621 Capitol Mall, Ste. 1200
 Sacramento, CA 95814

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All experience and education relating to the minimum qualifications listed on the classification specification should be included to demonstrate how you meet the minimum qualifications for the position.
- Statement of Qualifications - **All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the desirable qualifications listed in this announcement. The SOQ format must specifically address, in numerical order, the desirable qualifications listed at the end of this announcement. Failure to follow this format may result in disqualification.**
- Resume is optional. It may be included but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the minimum qualifications for the position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. 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 of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. The SOQ format must specifically address, in numerical order, the desirable qualifications listed at the end of this announcement. Failure to follow this format may result in disqualification. **Faxed or emailed applications will NOT be accepted.** Applications submitted without an SOQ will be eliminated from the examination process.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the examination qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the job may be conducted with the most qualified candidates.

The examining department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the reasonable accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

CONTACT INFORMATION

The Human Resources contact is available to answer questions regarding the position or application process.

Human Resources Contact:

Kristina Gin
(916) 445-0255
kristinag@auditor.ca.gov

Please direct requests for reasonable accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding reasonable accommodations or equal employment opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Kathleen Spencer
(916) 445-0255
kathleens@auditor.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

DESIRABLE QUALIFICATIONS

All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the desirable qualifications listed in this section. The SOQ must specifically address, in numerical order, the desirable qualifications listed below. Failure to follow this format may result in disqualification.

1. Ability to analyze legal principles and precedents and apply them to complex legal and administrative problems.
2. Planning, organizing, directing, coordinating, and reviewing the work of legal and non-legal staff.
3. Acting as a legal advisor to executive management on complex and sensitive matters.
4. Experience consulting and working cooperatively with legislators, legislative staff, and staff of other state and public entities.
5. Experience reviewing pending legislation and implementing initiatives using a thorough knowledge of the organization and functions of California State Government.
6. Demonstrates a high degree of integrity and confidentiality on sensitive issues and uses sound judgment in decision making.
7. Knowledge of the mission, goals, and functions of the California State Auditor.
8. Knowledge of public law, including administrative law and procedure, the California Public Records Act, public contracting law, laws related to information technology security and information privacy, and familiarity with government auditing standards.
9. Knowledge of the California Whistleblower Protection Act, state law relating to improper governmental activities, general laws and regulations related to state fiscal, personnel, and administrative practices, and the various laws related to public employment in California.
10. Knowledge of the California legislative and budgetary processes, state agencies, and other governmental entities.
11. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent the California State Auditor effectively both internally, before the Legislature, and with the public.
12. Ability to manage competing priorities and ability to negotiate difficult situations with diplomacy and tact.