



County of Alameda



Invites your interest in the position of

Supervising Child Support Attorney

*Salary \$171,080.00 - \$225,347.20
with an attractive benefits package*

Apply by March 4, 2019





The Community

Alameda County, an award-winning innovator, is a major regional public agency serving a population of 1.5 million with 9,000 employees and an annual \$3 billion budget. The County is the geographic center of the San Francisco Bay Area, across the bay from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. Alameda is the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 incorporated cities and six unincorporated areas that span 738 square miles.

Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay area for two decades. The East Bay is popular because of its desirable location, ideal climate, broad economic base, its range of available housing and business opportunities, and incredible diversity. The County is one of the most ethnically diverse regions in the entire country.

In addition to stellar recreational possibilities, Alameda County offers a rich array of cultural activities which include the Oakland Museum and the Oakland East Bay Symphony. The region is home to three professional sports teams: the Oakland A’s, Oakland Raiders and the Golden State Warriors. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation and education. The University of California, Berkeley and California State University, East Bay are just two of the distinguished academic institutions serving Northern California. Accessible urban transportation options include the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system.

Alameda County

Established in 1853, Alameda County operates under a charter form of government. The City of Oakland is the County seat and is also the largest city in the County. The five members of the Board of Supervisors govern the County and are elected on a non-partisan basis to serve four year staggered terms. The Board is responsible for setting policy, overseeing all County operations, approving the organization’s annual budget, and representing the County in a number of areas including its numerous special districts and regional agencies. The Board of Supervisors appoints the County Administrator (CAO), who is charged with overseeing County operations and services and developing the annual budget. <http://www.acgov.org/government/videos/deploy/index.htm>

Alameda County is acknowledged for its innovation, regularly winning awards and recognition for its creative and ambitious programs tackling social justice issues, climate change and environmental sustainability, hunger, poverty, health care, and public protection. Recent innovation, achievements and awards can be viewed in the video at the attached link: <http://www.acgov.org/>



The Department's culture and business operations are shaped by key principles contained in the strategic plan:

■ **Family Focused**

DCSS partners with families to eliminate barriers to providing reliable child support to their children.

■ **Dynamic Workforce**

DCSS strives to attract, retain, and develop a highly skilled and engaged workforce.

■ **Operational Excellence**

DCSS is focused on the highest level of performance and efficiency in our service delivery.

■ **Innovation**

DCSS works to meet the needs of families through creative solutions.

■ **Collaboration**

DCSS partners with the community to create an ecosystem of support services.

Alameda County is recognized as one of the best counties in which to live, work and do business.

The Department of Child Support Services

The Alameda County Department of Child Support Services believes that all parents should be fully engaged in supporting the wellbeing of their children. To meet this vision, the Department is committed to serving the children and families of Alameda County in ways that are innovative, responsive, efficient, compassionate and in tune with the rich diversity of our community.

Our customers are mothers, fathers, caregivers, children, community partners and the residents of Alameda County. The Department's core business is to encourage responsible parenting, family self-sufficiency and child wellbeing by locating parents, establishing paternity, obtaining and modifying support obligations and assisting with the collection of court ordered support. To carry out this mission, the Department employs approximately 188 dedicated and talented people who leverage their skills and passion for public service to meet customer needs. By coordinating efforts and collaborating with community partners, the Department collects and distributes over \$80 million to 33,000 families of Alameda County.





Compensation and Benefits

Alameda County offers a salary range of \$171,080.00—\$225,347.20 dependent on qualifications. In addition, Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall wellbeing. These benefits include but are not limited to*:

Medical – HMO & PPO Insurance
Dental – PPO & DHMO Insurance
Vision
Basic Life Insurance
Supplemental Life Insurance (with optional dependent coverage)
County Allowance (Employer Credit)
Health Flexible Spending Account
Dependent Care Flexible Spending Account
Accident, Critical Illness & Hospital Indemnity
Long Term Care Insurance
Employee Assistance Program

**Note: Benefits described herein are subject to change.*



The Position

The Supervising Child Support Attorney is a single position class, responsible for planning, organizing, management and supervision of the legal division which includes attorney and support staff personnel performing professional legal work in the Department of Child Support Services. The incumbent serves in a consultative role to the Department Director, is a member of the department's Executive Team, and is responsible for work involving civil actions to establish, modify and enforce child support obligations, providing legal representation for the most complex and sensitive cases requiring the highest level of expertise, developing and implementing objectives, goals, policies and procedures, and serving as an expert in civil litigation, and may serve as the attorney of record.

Key Responsibilities

1. Plans, directs, coordinates and evaluates the work of subordinate attorneys and assigned support staff.
2. Participates in the selection, training and development of new employees; establishes functional activities and scope of control; evaluates staff performance; develops, monitors and facilitates completion of goals and objectives for subordinate staff; confers with the Director on personnel and policy related matters.
3. Plans, organizes and evaluates the legal activities of the department to ensure service needs are met in the courts.
4. Prepares and presents evidence and arguments at hearing and trial in cases having complex legal and/or factual issues, serious consequences of error, or a high degree of public interest.
5. Serves as an expert in civil litigation for the department; advises department staff on questions of law and procedure in particular cases.
6. Formulates and implements policies, procedures and controls.
7. Participates in departmental strategic planning to determine the scope and nature of child support services.
8. Analyzes and interprets existing and proposed federal and state legislation, regulations, State Department of Child Support Services policies, procedures, and other directives to determine their legal impact on department operations and advises the Director.
9. Provides responsive, high quality service to county employees, representatives of outside agencies and members of the public by providing accurate complete and up-to-date information, in a courteous, efficient and timely manner.
10. May serve as the attorney of record on behalf of the department.

The Ideal Candidate

The ideal candidate for Supervising Child Support Attorney will embody the following characteristics, experience, and qualifications.

Knowledge of:

- Detailed provisions of the law, regulations, codes and ordinances related to child support enforcement and programs.
- Developing and implementing policies and procedures.
- Principles of staff supervision and training.
- Trial and courtroom procedures and practices.
- Standard legal office practices and procedures.
- Ethical and professional standards of conduct.
- Current technology and trends in the professions.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)

Ability to:

- Plan, organize, direct, coordinate and evaluate the work of subordinates, including Child Support Attorney staff.
- Manage multiple priorities and maintain flexibility.
- Train newly assigned attorney and other support staff.
- Independently analyze workflow, employee performance, and child support legal and investigative issues, make recommendations and take effective action to improve divisional and/or program effectiveness.
- Align divisional activities with program goals and objectives.
- Prepare and present statement of fact, law and argument clearly and logically, orally and in writing.
- Research, analyze, and apply legal principles, facts, evidence, and precedents to complex child support law and child support issues.
- Understand, accept differences and work effectively with diverse groups. Prepare and maintain clear, concise, and comprehensive records, reports and correspondence.
- Exercise appropriate judgement in responding to questions releasing information; analyzing and projecting consequences of decision and/or recommendations.
- Provide prompt, efficient and responsive service in a fast-paced environment.
- Communicate effectively and exercise a high degree of professionalism and interpersonal sensitivity in interactions with others.
- Establish and maintain effective working relationships.
- Effectively use a variety of proprietary and non-proprietary computer applications including Windows, MS Office and others related to the child support programs.



How to Apply

Applications must be in possession of the Human Resource Services Department by 5:00 pm on the Last Day for Filing. Applications will only be accepted online: <https://www.jobaps.com/alameda/>.

Following the closing date, applications will be screened according to the qualifications outlined in this packet. All candidates who meet the minimum qualification will be invited to interview during the week of March 25, 2019*.

**We reserve the right to make changes to the announced recruitment*

Education and Experience

Experience:

The equivalent of four years of full time experience as an attorney, preferably in the area of child support enforcement within a governmental child support agency.

AND

Licensure:

Current active membership and good standing with the State Bar of California.

Special Requirements:

Ability and willingness to travel to locations outside of the assigned office to perform necessary legal services or to participate in child support related activities.

A thorough pre-employment background investigation, including fingerprinting will be conducted for all candidates who have accepted a conditional offer of employment to ensure suitability or Child Support related work.