

# San Joaquin County is recruiting for:



# County Counsel



**Human Resources**  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: (209) 468-3370  
Fax: (209) 468-0508



**Exempt Recruitment  
Announcement**  
0914-HL1100-EX

## THE POSITION

The Office of the County Counsel is the legal advisor to the County of San Joaquin, providing service that is intelligent, trustworthy, and dedicated to public service. The County Counsel serves the Board of Supervisors and works to understand and further the needs and goals of the Board. The Office also provides legal advice to County departments and agencies, County officials, County special districts, and commissions and represents them in matters of County-related litigation. The County Counsel is responsible for leading and managing the functions, operations and staff of the office in compliance with policies established by the Board of Supervisors and the County Administrator.

### Key Responsibilities include:

- ◆ Attending public and closed Board meetings to provide legal advice, opinions, and legal options on a variety of issues
- ◆ Maintaining a close liaison with the Board of Supervisors to provide legal leadership on all legal matters relating to or affecting Board policies
- ◆ Advising County departments and agencies as well as County boards and commissions through oral or written opinions and drafting legal documents and ordinances
- ◆ Studying, interpreting and applying constitutions, statutes, ordinances, court decisions and legal opinions in connection with legal advice, lawsuits and administrative proceedings
- ◆ Establishing and maintaining the goals, objectives and plans for carrying out the functions of the Office of the County Counsel consistent with Board policy determinations by initiating, compromising or dismissing civil litigation
- ◆ Coordinating activities with other agencies and appropriate community organizations

## THE OFFICE

The Office partners with the County Administrator's Office and County departments to find creative legal solutions to implement Board policies and assists the County in fulfilling its mission. The management team includes an Assistant County Counsel and a Chief Deputy County Counsel. The Office is staffed by ten attorneys and six support staff with an operating budget of \$4.2 million for the 2014/2015 fiscal year. The public purpose of this Office is to promote government operations which are legal, ethical and respectful of client confidentiality.

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

### HOUSING

Homes and apartments are plentiful and the median home price in the county is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from unique cultural, recreational, and educational opportunities, that the area provides.



# County Counsel

## **TYPICAL DUTIES**

- ◆ Plans, organizes and directs the programs, functions, budgets, operations, and staff of the Office of the County Counsel; directs operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensures effective utilization of available resources; exercises good judgment and makes sound business decisions in managing activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision, and values.
- ◆ Through subordinate managers and supervisors, manages the work activities and responsibilities assigned to staff; directs and administers personnel matters.
- ◆ Serves as legal advisor and attorney to the County Board of Supervisors as well as County officials, County special districts, commissions, and various affiliated agencies and jurisdictions, and provides legal representation for any County-related civil actions instituted by or brought against them; and submits opinions, when requested, on matters relating to their respective offices.
- ◆ Directs the development and implementation of operational policies and procedures for the Office of the County Counsel, and provides policy-related advice to County officials; analyzes and interprets existing and proposed legislation as well as various regulations, policies, procedures and other directives to determine impact on operations.
- ◆ Directs the development and administration of the budget for the County Counsel's Office; determines appropriate levels of service; analyzes services to ensure cost effectiveness and superior customer service.
- ◆ Attends meetings of the Board of Supervisors, as well as other County entities, and provides legal opinions and recommendations.
- ◆ Directs staff in prosecuting all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the County.
- ◆ Prepares complex correspondence, reports, and other narrative and/or statistical documents, including legal opinions, election opinions, and other documents.
- ◆ Develops and maintains cooperative and collaborative working relationships with state and county officials, outside agencies, community groups, and the public.

## **THE IDEAL CANDIDATE**

In addition to active membership in the California State Bar, an ideal candidate will possess:

- ◆ Demonstrated senior management attorney experience, conducting civil legal work in a County Counsel or City Attorney's Office
- ◆ Extensive knowledge of civil, constitutional and administrative law relating to the operation of county government
- ◆ Demonstrated leadership skills and will be progressive, energetic, responsive and politically astute
- ◆ The ability to be a flexible problem solver and customer service oriented
- ◆ High level of integrity and strong sense of ethics
- ◆ Strong analytical skills, sound judgment, and a positive attitude
- ◆ Excellent written and verbal communication skills
- ◆ The creative vision to advance the services of the County
- ◆ The ability to thrive in a high pressure, fast-paced environment with constantly shifting priorities
- ◆ Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities

***San Joaquin County is an Equal Opportunity Employer***





# County Counsel

## COMPENSATION PACKAGE

### **Annual Base Salary: \$204,818- \$248,955**

In addition to the base salary, the County offers:

- ♦ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ♦ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$10,241 to \$12,448 annually)
- ♦ Vacation cash-out up to 15 days annually (valued from \$11,816 to \$14,363)
- ♦ An annual car allowance of \$7,020

### **Potential Cashable Compensation:**

	Step 1	Step 5
<b>Annual Base Salary</b>	<b>\$204,818</b>	<b>\$248,955</b>
<b>5% Deferred Comp</b>	<b>\$10,241</b>	<b>\$12,448</b>
<b>Vacation Cash Out 15 days annually</b>	<b>\$11,816</b>	<b>\$14,363</b>
<b>Cafeteria</b>	<b>\$24,023</b>	<b>\$24,023</b>
<b>Car Allowance</b>	<b>\$7,020</b>	<b>\$7,020</b>
<b>Total</b>	<b>\$257,918</b>	<b>\$306,809</b>

- ♦ 1937 Act plan with reciprocity with CalPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days of sick leave annually with unlimited accumulation
- ♦ 15 days of vacation leave a year (20 days after 10 years, 23 days after 20 years)
- ♦ 14 paid holidays per year
- ♦ 10 days administrative leave per year

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## RECRUITMENT INCENTIVES\*

- ♦ Reimbursement of qualifying moving expenses up to \$5,000
- ♦ Vacation accrual rate consistent with candidate's total years of public service
- ♦ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

## DESIRABLE QUALIFICATIONS

Experience: Seven years of senior-level managerial attorney experience, conducting civil legal work in a public agency setting.

## REQUIRED QUALIFICATIONS

Special Requirement: Active membership in the California State Bar.

License: Possession of a valid California driver's license.

For a complete job description, please visit our website at [www.sjgov.org/hr](http://www.sjgov.org/hr).

## APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

**September 26, 2014**

**Apply Online Today:** [www.sjgov.org/hr](http://www.sjgov.org/hr)

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources  
Attn: Jennifer Goodman  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.953.7325  
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be interviewed by the County Board of Supervisors in a closed session interview tentatively scheduled for November 4, 2014.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.*



# County Counsel

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Provide an overview of your senior level managerial attorney experience, conducting civil legal work in a public agency setting.
2. Describe your experience providing counsel to a public Board, Commission or governing body and include the range of issues for which you have been consulted.
3. Describe your budget experience, including the size, complexity of the budget, and level of responsibility.
4. Describe your plans and goals for the first six months in the role of County Counsel if you were appointed to this position.
5. Provide your California State Bar Membership number.