



Contra Costa County

Contra Costa County
invites your interest for the position of
COUNTY COUNSEL

The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million residents, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff of issues and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 27 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has more than 10,000 employees and a total FY2022/23 budget of over \$4.4 billion with a General Fund of \$2.04 billion. Contra Costa County is committed to Racial Equity, Inclusion and Social Justice within all county operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission.

Office of the County Counsel

The office of the County Counsel provides legal services to the County, including the Board of Supervisors and County Officers, departments, boards, and certain special districts. The Office has a staff of approximately 55 full-time employees and a FY 22-23 budget of approximately \$8 million. The Department is organized into three divisions that provide a full range of legal services to County Departments, employees, and the public. These divisions are responsible for the following activities:

The **General Law Division** provides legal services to County Departments, officers and boards, and outside public clients, other than those services provided by the Civil Litigation and Juvenile Dependency/Conservatorship Divisions. Representative clients and services include Core County Departments; Health, Social Services, and Quality of Life, Public Protection, Probate and County Clerk; and miscellaneous County and outside clients.

The **Tort and Civil Rights Litigation Division** represents the County in tort, employment and civil rights actions, in state and federal courts.

The **Juvenile Dependency Division** represents the Children and Family Services Bureau of the Employment and Human Services Department in all Juvenile Court dependency and child welfare proceedings and related matters. This division also represents the Public Guardian's Office of the Health Services Department in Lanterman-Petris-Short (LPS) and other conservatorship proceedings.

The County Counsel

Under administrative and statutory direction, the County Counsel performs highly professional and administrative work serving as legal advisor to the Board of Supervisors, special districts and county departments. The department head is responsible for the operation of the Office of the County Counsel and the work of its staff engaged in giving legal advice to the county, its departments and special districts. The County Counsel also performs all civil legal work required by them, including representing these jurisdictions and agencies in all matters of litigation and business. Work is performed within statutory limitations and in accordance with policies determined by the Board of Supervisors. The County Counsel is appointed by the Board of Supervisors for a four-year term in accordance with Government Code sections 27640 and 27641.

Typical responsibilities include:

- ◆ Leads, directs and supervises professional and clerical subordinates involved in providing the full range of legal advice, direction and services to the Board of Supervisors, various fire, flood control, sanitary, cemetery and other districts within the county; acts as attorney for the County and special districts in any civil action instituted by or brought against them.

- ◆ Promote and embrace diversity, equity, and inclusion throughout the current workforce, hiring practices, and all endeavors.
- ◆ Address race and ethnicity issues in one of the most diverse counties in the state
- ◆ Work with the Board and County Departments to provide legal assistance to help identify and implement strategies to reduce disparities that exist in justice, health, social services, and land use.
- ◆ Submits opinions, when requested, to all county or district officers on matters relating to their respective offices.
- ◆ As requested, attends meetings of boards or commissions to give legal counsel and advice.
- ◆ Reviews and prepares proposed state legislation relating to county government.
- ◆ May represent the County on state legislative matters.
- ◆ Studies, interprets, and applies statutes, ordinances, court decisions, and legal opinions in the preparation of opinions, briefs and cases.
- ◆ Prepares pleadings and other actions in connection with suits, trials, hearings and similar legal proceedings.
- ◆ Provides advice and direction concerning advisability to prosecute, modify, settle, or dismiss civil litigation.
- ◆ Supervises and participates in a wide variety of legal research.
- ◆ Prepares a departmental budget and administers departmental programs in accordance with approved allocations.
- ◆ Develops correspondence and prepares reports.
- ◆ Provide cross-training and enhance mentoring of junior attorneys by senior attorneys and Assistants.
- ◆ Effectively recover costs for services.
- ◆ Performs related work as necessary.

The current position is open due to the retirement of the current County Counsel.

Candidate Qualifications

Education and Experience

- ◆ Active membership in the State Bar of California, and admission to practice before all State and Northern District Federal Courts in California.
- ◆ Eight years of full-time experience as an attorney practicing civil law with, or directly for, a public sector agency. Five years of experience in the Office of a California County Counsel or California City Attorney as a division head or higher supervising the work of subordinate attorneys is preferred.

Knowledge, Skills and Abilities

The successful candidate should have strong management skills and the ability to work and communicate effectively, both internally and externally. This person should also have knowledge/skills in:

- ◆ The principles of civil, constitutional, and administrative law.
- ◆ The responsibilities, powers, and statutory limitations of the County Counsel's function.
- ◆ Judicial procedures and the rules of evidence.
- ◆ The principles, methods, materials and practices of legal research

In addition, the successful candidate will:

- ◆ Analyze, appraise and organize facts, evidence, and precedents and to present such material orally or in writing in clear and logical form.
- ◆ Analyze and appraise a variety of legal documents and instruments.
- ◆ Draft legal instruments such as ordinances, resolutions, board orders and contracts.
- ◆ Establish and maintain effective working relationships with Board of Supervisors, County Departments, court officials and the general public.
- ◆ Manage, supervise and coordinate the work of professional and clerical subordinates engaged in work of a legal nature.
- ◆ Have an awareness of and respect for cultural diversity, be effective and responsive in politically and ethnically diverse environments and accomplished at maintaining cooperative relations with diverse communities.
- ◆ Have a demonstrated commitment to the values of equity, diversity, and inclusion.

Compensation and Benefits

The salary range for this position is \$260,240.64 - \$316,324.80 annually, DOQ. Additionally, this position will receive an annual 5% COLA adjustment in July for the next three (3) years. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of subsidized medical, dental, and vision plans are offered.
- ◆ Long Term Disability - County paid program.
- ◆ Vacation Leave - Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.
- ◆ Sick Leave - Monthly accrual is 8 hours.
- ◆ Annual Management Administrative Leave - 94 non-accrual leave hours are credited each January 1st (prorated for those hired after January 1st).
- ◆ Personal Holiday Credit - Accrual of 2 hours each month, up to 40 hours.
- ◆ Holidays - 11 paid holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance Program.
- ◆ Management Longevity Pay.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is February 13, 2023. Avery will be conducting preliminary interviews from Feb 14-21. Recommended candidate are anticipated to interview with the County during the week of March 6 and a final appointment is expected to occur the week of March 20.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net. For more information on the County of Contra Costa, visit its website at www.contracosta.ca.gov.