COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 8, 2004

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **RECRUITMENT FOR COUNTY COUNSEL**

Mr. Lloyd W. Pellman, County Counsel, has announced his retirement; and his last day of service will be March 30, 2004. The Department of Human Resources has prepared the attached recruitment announcement (Attachment I) for this position. The announcement indicates that this recruitment will open on January 12, 2004 and close on February 27, 2004.

The recruitment will be performed by the Department of Human Resources without the use of a search firm. The search will be open to all individuals who apply; however, we will target candidates primarily from within California.

Should you have any additions or changes to the recruitment announcement, the attached position description (Attachment II) or the proposed recruitment process, please call me before the proposed opening date of January 12, 2004, or staff may call Richard Boswell, Senior Human Resources Manager at (213) 974-2451.

MJH:REB
JL:ck

Attachments

c: Chief Administrative Officer
County Counsel

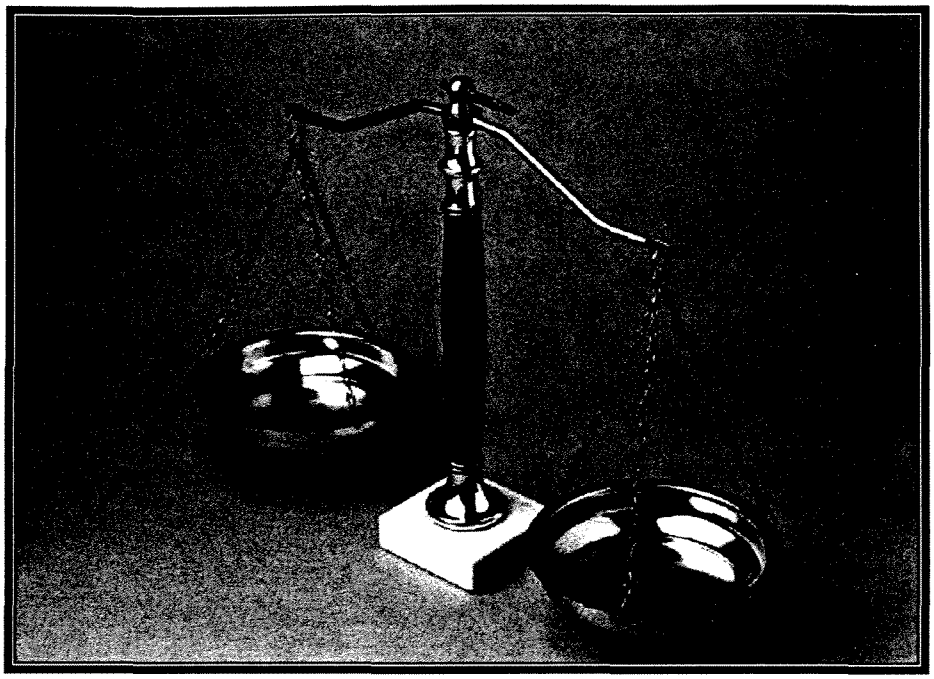
Attachment I

THE COUNTY OF LOS ANGELES

INVITES RESUMES FOR

COUNTY COUNSEL

(UNCLASSIFIED)



ANNUAL SALARY:
$138,632 TO $207,948

FILING PERIOD:
JANUARY 12, 2004 – FEBRUARY 27, 2004

COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of nearly 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

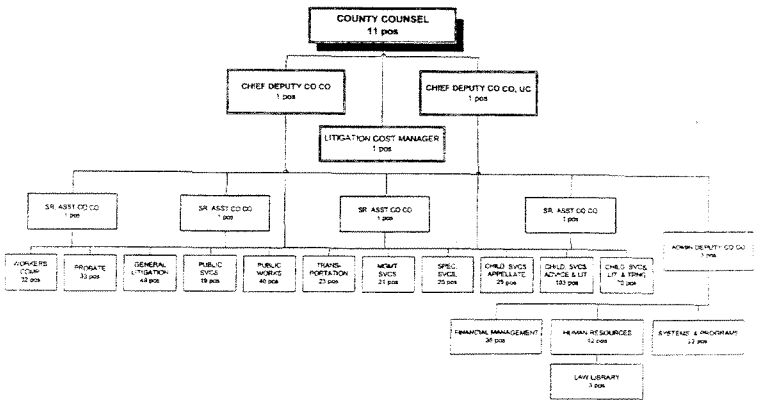
The County has an annual budget in excess of $16.85 billion. Thirty-six major administrative units or departments serve the needs of the County's population. The County employs over 92,000 full-time personnel to serve its diverse population.

THE OFFICE OF THE COUNTY COUNSEL

The Office of the County Counsel provides ethical, timely, effective legal representation, advice and counsel to the Board of Supervisors, the County, and Public Officers and Agencies. The Office provides a broad range of civil legal services, including advising on the law as it applies to County operations; drafting legal documents; representing the County in civil court actions, including dependency court cases and in financial funding issues. The County Counsel also assists in representing the County's position in the State Legislature and before State and federal regulatory agencies and administrative hearing boards.

The current departmental operating budget is over $65 million and includes funding for approximately 534 positions. The Office of the County Counsel aligns itself with the County's Strategic Plan with emphasis placed on service excellence, workforce excellence, organizational effectiveness and fiscal responsibility.

OFFICE OF THE COUNTY COUNSEL
ORGANIZATION CHART 2003-04



POSITION OVERVIEW

The County Counsel serves as legal advisor to the Board of Supervisors, County and District Officers, the Metropolitan Transportation Authority, the Southern California Regional Rail Authority, and a number of special districts.

The County Counsel also has full responsibility for planning and directing all operations of the Office of the County Counsel which has exclusive charge and control of all civil actions in which the County or any County officer or employee is a party.

EXAMPLES OF DUTIES:

Formulates departmental policy, directs its execution and evaluates work accomplished.

Attends public and closed meetings of the Board of Supervisors to provide legal advice.

Directs the work of Deputies in preparing and trying civil cases in such areas as public liability, labor relations, planning and zoning, law enforcement, probate, public works, special district matters and general litigation.

Gives legal advice regarding the powers, functions, jurisdictions and operation of County departments, districts, commissions, boards and other official bodies.

Directs the work of Deputies in drafting ordinances, legislation and amendments to the State and County Codes, and represents the Board of Supervisors at sessions of the State Legislature and Congress.

Directs the work of Deputies in preparing contracts, leases, resolutions, opinions and other documents.

Directs the representation of the Assessor at hearings of the Assessment Appeals Board.

Directs representation of the County in child abuse and dependency cases in juvenile court.

Directs representation of the County and certain districts in workers' compensation proceedings involving employees of those entities.

Confers with attorneys, County and State officials and others regarding the Department's activities and the disposition of cases.

Directs the fiscal, personnel, budget and other administrative functions of the Department.

Maintains effective relations with other departments, agencies and the public.

Directs the development of departmental changes in organization, staffing, and work processing and management information systems to increase effectiveness and efficiency and reduce administrative costs.

Makes periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

Recommends the adoption, enactment and amendment of County ordinances, resolutions and regulations, State and Federal statutes, and the County Charter in order to provide effective, efficient, and economical governance of the County.

Insures that departmental hiring and promotional practices are consistent with the County policy.

Minimum Requirements

Demonstrated knowledge, skills, and abilities required in managing a legal department of a city or county, or a legal department of a state or federal agency. Such management includes responsibility for the preparation for and trying of civil suits; the provision of legal advice to officials; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to the conduct of the Department's affairs.

-OR-

Demonstrated knowledge, skills, and abilities required in managing a law firm or a corporate law office involved in civil litigation. Such management includes supervisory responsibility for the technical direction of attorneys as well as responsibility for the administrative direction of the business affairs of the firm or office.

LICENSES: **(1)** Admission to practice law in all courts of California. **(2)** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

OTHER: U.S. citizenship is required for appointment to this position.

Desirable Qualifications

- Progressively responsible experience in a variety of civil law specialties or areas.
- Progressively responsible experience managing the practice of public corporation law in a public entity law office.
- Demonstrated ability to work effectively with elected officials, agency staff, and with various segments of the legal system.
- Ability to apply creativity and innovation to the solution of complex problems.
- Advanced education in public administration, business administration or civil law.
- A comprehensive knowledge of management control systems, financial planning, and utilization of resources.
- Demonstrated ability to manage litigation in a cost-effective manner.

Salary & Benefits

ANNUAL SALARY - $138,632 - $207,948. The successful candidate may be appointed to any salary within the range, depending on qualifications.

Salary Range 19 - This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS - The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan.
- **MegaFlex Benefit Plan** - Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 19% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Split Dollar Insurance** – Level life insurance death benefit of $50,000 to $250,000 depending on age at entry into the Plan.
- **Housing Relocation Allowance/ Area Orientation Program** – Housing assistance, including temporary living and moving expenses, and area orientation may be provided with approval from the Board of Supervisors.
- **Transportation Allowance** - $620 per month.

Selection Process

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only the more highly qualified individuals will be invited to an assessment interview.
- Interviews are designed to assess education, experience, personal fitness and general abilities to perform the duties of the position.
- The names of the most highly qualified candidates, as determined by the assessment interview, will be submitted to the Board of Supervisors for final selection.

NOTE: An extensive background investigation will be completed on the candidates recommended to the Board of Supervisors.

Filing Instructions

Qualified candidates are invited to submit a statement of interest and their resume, detailing education completed, positions held, current salary and special qualifications.

Resume should include the following:

1. Names of schools, colleges or universities attended, dates attended and degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates along with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
3. Information required to determine if candidate meets the ***Minimum Requirements*** and ***Desirable Qualifications*** sections of this recruitment announcement.

County of Los Angeles Child Support Compliance Program

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Special Information

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 738-2057 (ADA Coordinator - Voice)

(800) 899-4099 (TTY)

(800) 897-0077 (TTY)

(800) 735-2922 (CRS)

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

http://hr.co.la.ca.us

Please submit a cover letter, resume, three work-related references, and current salary information to:

Judie Lecesne
Department of Human Resources
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012

Phone: 213-893-2070
Fax: 213-613-4773
E-mail: jlecesne@dhr.co.la.ca.us

Resumes must be received no later than 5:00 p.m. on February 27, 2004

Date Posted: 1/12/04

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

COUNTY OF LOS ANGELES
POSITION DESCRIPTION

TITLE: **COUNTY COUNSEL**

DEFINITION: Serves as legal advisor to the Board of Supervisors, County and District Officers, the Metropolitan Transportation Authority, the Southern California Regional Rail Authority, and a number of special districts; and has full responsibility for planning and directing all operations of the Office of the County Counsel which has exclusive charge and control of all civil actions in which the County or any County officer or employee is a party.

EXAMPLES OF DUTIES:

Formulates departmental policy, directs its execution and evaluates work accomplished.

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Makes periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

MINIMUM STANDARDS FOR THE POSITION:

Demonstrated knowledge, skills and abilities required in managing a legal department of a city or county, or a legal department of a state or federal agency. Such management includes responsibility for the preparation for and trying of civil suits; the provision of legal advice to officials; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to the conduct of the Department's affairs.

-or-

Demonstrated knowledge, skills and abilities required in managing a law firm or a corporate law office involved in civil litigation. Such management includes supervisory responsibility for the technical direction of attorneys as well as responsibility for the administrative direction of the business affairs of the firm or office.

DESIRABLE QUALIFICATIONS:

Progressively responsible experience in a variety of civil law specialties or areas.

Progressively responsible experience managing the practice of public corporation law in a public entity law office.

Demonstrated ability to work effectively with elected officials, agency staff, and with various segments of the legal system.

Ability to apply creativity and innovation to the solution of complex problems.

Advanced education in public administration, business administration or civil law.

A comprehensive knowledge of management control systems, financial planning and utilization of resources.

Demonstrated ability to manage litigation in a cost-effective manner.

LICENSE: Admission to practice law in all courts of California.

Date Prepared: January 7, 2004