

Examination Announcement



California State Auditor Bureau of State Audits

STAFF COUNSEL IV OA80 / 5780

PROMOTIONAL FOR: BUREAU OF STATE AUDITS

SALARY RANGE: \$8,486 - \$10,477

COMPETITION LIMITED TO: Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Sections 18990, 18991, or 18992.

HOW TO APPLY: All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be **received by 5:00 p.m. on the final filing date.**

Submit applications to: Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact: Lynne Gaal
916-445-0255

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS: All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

Ten years of experience performing legal duties(1), four years of which must have been at a level of responsibility equivalent to Staff Counsel III (Specialist) or Staff Counsel III (Supervisor.) The four years of experience at the Staff Counsel III level must be obtained in California state civil service. (Applicants who have completed three years and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted into the examination but must complete four years of such experience before they will be eligible for appointment.)

(1)--Experience "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

THE POSITION: This classification is distinguished from the lower level Staff Counsel III (Specialist) class in that persons in the Staff Counsel IV class are the most experienced attorneys who are experts in a broad or specialized area of law within a department whose legal program is exceptionally difficult and sensitive. Attorneys at the Staff Counsel IV level have demonstrated the ability to independently perform assignments consisting of the most complex and sensitive legal work within the department and to consistently produce favorable results on these proceedings. Persons in this class are typically assigned litigation of the greatest difficulty. A Staff Counsel IV does not supervise lower level attorney staff, but may act in a lead capacity over the work of other attorneys.

Position(s) exist in Sacramento only.

SPECIAL REQUIREMENTS: Willingness to travel and to work long and irregular hours.

FINAL FILING DATE: NOVEMBER 10, 2010

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

SCOPE

Knowledge of: Legal principles and their application; legal research methods; court procedures; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts of California the United States and before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced.

Ability to: Analyze legal principles and precedents and apply them to the most difficult and complex legal and administrative problems; perform the most difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft the most complex and difficult opinions, pleadings, rulings, regulations and legislation; negotiate effectively and conduct litigation that is most complex and sensitive in nature; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; work effectively under pressure.

ADDITIONAL INFORMATION:

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at www.spb.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The State Personnel Board** 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.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.
- **Who Should Apply:** This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.