

JOB OPPORTUNITY
NOW HIRING



California State Auditor

STAFF COUNSEL III (SPECIALSIT)
position number 339-100-5795-900

—will also consider—

STAFF COUNSEL
position number 339-100-5778-900

Permanent/Full Time
Up to 2 Positions Available

STAFF COUNSEL III SALARY RANGE

Range L: \$7,682 - \$9,478

STAFF COUNSEL SALARY RANGE

Range L: \$4,674 - \$4,674

Range M: \$4,678 - \$5,137

Range N: \$5,638 - \$6,818

Range O: \$6,347 - \$7,828

DUTIES: Under the direction of a Supervising Attorney, the incumbent, or incumbents, will work independently and/or in a team environment in the Legal Division providing formal and informal oral and written legal advice on a variety of issues supporting the California State Auditor. The incumbent or incumbents will assist the Chief Counsel, Associate Chief Counsel, Chief of Investigations and/or other employees in performing legal research, analysis, and legal tasks. The incumbent or incumbents will be assigned to provide support primarily to either the Audits Division or the Investigations Division.

LEGAL SUPPORT RELATED TO THE AUDITS DIVISION

The attorneys in the legal division provide ongoing legal support related to the State Auditor's audit responsibilities, which include financial, compliance, and performance audits of any publicly created entity in California. Attorneys in the Audits Division perform the following functions:

- Prior to the approval of a performance audit request by the Legislature, conducting highly critical and time-sensitive preliminary legal research and analysis to support the California State Auditor's (state auditor) audit analyses.
- Gathering and analyzing relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities; interpreting and applying those laws to particular regulatory programs or legal issues identified as part of a performance audit; providing summaries and opinions of those laws; and communicating the results of the research and analysis, both verbally and in writing, to the supervising attorney, management, and others within the state auditor.
- Reviewing audit reports and correspondence for legal content and consistency, including reviewing audit recommendations involving legal compliance or changes in law. Responsibilities may also include writing sections of audit reports that pertain to complex areas of law.

LEGAL SUPPORT RELATED TO THE INVESTIGATIONS DIVISION

The California State Auditor oversees the conduct of investigations under the California Whistleblower Protection Act. The attorney(s) who provide legal support to this investigative function provide support to the investigative staff within the Investigations Division and perform the following duties:

- Evaluating complaints submitted by whistleblowers to determine whether an investigation establishes that an improper governmental activity has occurred.

- Advising investigative staff regarding the elements of an improper governmental activity and gathering evidence sufficient to establish that an improper governmental activity has occurred.
- Reviewing draft investigative reports regarding improper governmental activities to ensure that the statements made in the reports have adequate legal and evidentiary support and that any recommendations made in the reports are legally appropriate.

OTHER LEGAL RESPONSIBILITIES

In addition to performing the work described above, the attorney(s) who support the Audits Division or the Investigations Division also provide other general legal support to the State Auditor, as follows:

- Performing legislative research and providing legal advice on pending legislation that may impact the state auditor; determining the content and impact of proposed laws and regulations on the operations of the state auditor; summarizing and reporting the results of research and assisting in developing and/or drafting proposed legislation.
- Drafting proposed legislation, regulations, rules, and manuals and/or legal forms.
- Advising management on state auditor activity and policy regarding its rights, duties, and authority.
- Assisting and/or representing the state auditor in meetings that require a legal expert.
- Providing appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentiality.
- Interpreting laws and regulations; drafting and reviewing legal documents, including subpoenas, court documents, and contracts; conducting depositions; representing the state auditor in legal matters; and, upon occasion, representing or assisting other counsel in litigation on behalf of or in defense of the state auditor.
- Advising the state auditor on personnel issues.
- Drafting and/or reviewing internal state auditor policies.
- Reviewing and drafting contracts.
- Other duties and projects as assigned.

Duties will be commensurate with level of appointment.

Staff Counsel

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution and principles of administrative and constitutional law.

Ability to: Conduct research; analyze and apply legal principles, facts, and precedents to legal issues; present statements of fact and law; communicate clearly and logically; prepare correspondence involving the explanation of legal matters to those outside the field of law; analyze situations accurately and adopt an effective course of action.

Staff Counsel III

Knowledge of: Legal principles under the provisions of California statutory and constitutional law including their relationship; law relating to the authority, responsibilities, and obligations of public officials, administrative boards, and agencies; California civil and criminal trial appellate procedure; rules of evidence; principles and techniques of personnel management and supervision.

Ability to: Apply legal principles under the provisions of the California statutory and constitutional law, including the law relating to the ability, responsibilities, and obligations of public officials, administrative boards, and agencies; draft and analyze proposed legislation; perform legal research; analyze difficult and complex problems and apply legal principles and precedence to particular sets of facts; present facts, law, and argument clearly and logically in oral and written form; use correct English and demonstrate excellent legal writing ability.

DESIRABLE QUALIFICATIONS

- Work well under pressure
- Adapt to changing situations and assignments
- Exceptional inter-personal and organizational skills and the ability to clearly explain legal issues and legal conclusions to non-lawyers

REQUIREMENT: Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

TO APPLY, please send a completed state application (std. 678) to:

Location

California State Auditor
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

In the 'explanations' section of the STD. 678 **CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.**

FINAL FILING DATE: MAY 30, 2012 OR UNTIL FILLED

SELECTION PROCESS

Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification may apply. Training and Development assignments may be considered. Emailed applications will be accepted if followed up with an original signature. **Applications without eligibility information will not be considered.**

SUPPLEMENTAL QUESTIONNAIRE: Subsequent to receipt of a valid application, all eligible applicants will be emailed a Supplemental Questionnaire (SQ). If you do not have a **valid email address**, please contact Lynne Gaal at 916-445-0255, ext. 226 to make different arrangements. All SQs must be returned within 7 days of receipt.

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the state auditor are subject to **fingerprinting and a background check conducted.**

All California State Auditor employees are excluded from collective bargaining.

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

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.