



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Deputy County Counsel III - Land Use - Extra-Help

An Equal Opportunity Employer

SALARY

\$53.95 - \$65.57 Hourly

OPENING DATE: 01/09/18

CLOSING DATE: Continuous

THE POSITION

Join a collegial team of attorneys and staff committed to public service and quality of life in beautiful Sonoma County!

County Counsel's Land Use Practice Group seeks highly motivated, career-oriented attorneys with excellent research and writing skills, the ability to think strategically and creatively, and the desire to assume responsibility and work cooperatively on complex, fast-moving projects.

This recruitment is being conducted to fill a Temporary Extra-Help Deputy County Counsel III - Land Use position in the Sonoma County Counsel's Office. The current position will be filled at either the II or III level. **Note: If you are interested in applying at the II level, you will need to apply to the separate, concurrent recruitment being conducted for that classification.**

About the Position

Over the next year or more, Sonoma County will pursue land use policies and actions to better recover from the devastating Sonoma Complex Fire, and is slated to process multiple complex and controversial private development projects. The County is also scheduled to undertake important revisions to its Zoning Ordinance, Local Coastal Program, winery event policies, density bonus rules, newly-adopted Cannabis Land Use Ordinance, and start scoping the next County General Plan. As a result, the County is interested in candidates with a strong background in land use law, including experience with the California Environmental Quality Act (CEQA), State Planning and Zoning Law, as well as other land use and environmental laws such as the Subdivision Map Act, Clean Water Act, and Endangered Species Act. Land Use attorneys work closely with the Board of Supervisors, Planning Commission, and staff to review public and private development projects. They may also be responsible for defending the County's land use decisions and enforcing the County Code in state and federal court.

The Ideal Candidate Will Possess:

- Experience in private project review, CEQA compliance, code enforcement, housing law and finance, and/or the drafting and interpretation of land use ordinances, plans, and policies
- Public law litigation experience, including trial work
- Experience preparing and presenting civil cases before State and Federal courts and administrative bodies
- A record of excellent academic achievement
- Exceptional research and writing skills

The proven ability to creatively solve problems
The ability to work effectively, both as part of a team and independently

The Office of County Counsel

The Sonoma County Counsel's Office is committed to providing the highest quality legal representation and advice, in a timely and responsive manner, to assist the County, its governing Board of Supervisors, and other clients. The Office works to promote the public interest, achieve programmatic and strategic goals, and protect financial resources.

County Counsel is the primary provider of legal services to the Board of Supervisors, County departments, the Grand Jury, and over 25 special districts, including Sonoma County Agricultural Preservation and Open Space District, Sonoma County Water Agency (SCWA), Sonoma County Employees' Retirement Association (SCERA), Local Agency Formation Commission (LAFCO), and the Sonoma County Transportation Authority (SCTA). The Office provides legal staff to many County commissions, and its attorneys regularly provide counsel to the Board of Supervisors, Planning Commission, Civil Service Commission, and Board of Zoning Adjustments at public meetings and hearings. In addition to providing daily advice on issues such as contract compliance, employment conditions, public works, and land use planning, County Counsel attorneys regularly appear in court on behalf of County departments on such matters as juvenile dependency cases, code enforcement actions, bail recovery, and mental health competency hearings. County Counsel either directly handles or coordinates outside counsel in the defense of all claims filed against the County, and proactively works with departments to minimize risk and assist in policy development and implementation.

The Office of approximately 30 attorneys and 10 support staff places a high value on its collegial atmosphere and commitment to providing excellent legal services. It is structured into four practice groups: Health and Human Services; Infrastructure and Public Resources; Land Use; and Litigation. Each Group is supervised by a Chief Deputy County Counsel and overall office supervision functions through the Assistant County Counsel and County Counsel. All staff is relied upon to work independently, meet client needs, and exercise sound judgment.

This employment list may also be used to fill future extra-help (temporary) positions as they occur during the active status of the list. The Civil Service title for this position is Deputy County Counsel III.

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of legal experience practicing civil law as a licensed attorney, at least one year of which was with a public agency performing duties comparable to a Deputy County Counsel II; or comparable experience in private practice.

Professional License: Current active membership in the State Bar of California.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: written and oral communications, including language mechanics, syntax and English composition; the principles and application of civil law; legal research methods; the duties, powers, limitations and authorities of the Office of the County Counsel; trial and hearing procedures and rules of evidence; the organization, powers, and limitations of local governmental functions; the statutory and constitutional laws of the State of California.

Ability to: research, analyze and apply legal principles, facts, evidence and precedents to legal problems; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; develop and maintain effective relationships with other staff members, departmental representatives, county officials, members of advisory and policy-making bodies, the courts and the public; analyze and draft ordinances and regulations.

SELECTION PROCEDURE

& SOME HELPFUL TIPS WHEN APPLYING

Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.

You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.

Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](http://www.sonomacounty.org/getting-a-job-with-the-county-of-sonoma) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/01-4033-EHC

DEPUTY COUNTY COUNSEL III - LAND USE - EXTRA-HELP

TF

Deputy County Counsel III - Land Use - Extra-Help Supplemental Questionnaire

- * 1. Please indicate if you have a current active membership in the State Bar of California.

☐ Yes ☐ No

- * 2. Please summarize your experience providing legal counsel to public clients. Include the name of your employer(s) where you gained experience in this area, the scope of your duties and responsibilities, and the dates employed (mo/yr to mo/yr).

- * 3. Please describe your experience, performing complex work and/or handling litigation in the following areas:

- Private project review, conditioning, and CEQA compliance
- CEQA, code enforcement, and other land use litigation
- Housing law, development, and finance
- Drafting and interpretation of land use ordinances, plans, and policies

- * 4. Please describe the most significant and complex matter you have handled as an attorney. Include a description of the matter, the challenges you faced, how you overcame them, and the outcome.
- * 5. As an attorney, have you ever been sued by a client and/or disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, provide the details. If not, please respond "N/A."
- * 6. How did you first learn about this opportunity?
- ☐ Alliance for Innovation
 - ☐ Asian American Bar Association
 - ☐ Association of Bay Area Governments (ABAG)
 - ☐ California City News
 - ☐ California State Association of Counties (CSAC)
 - ☐ California State Bar Association
 - ☐ CalJobs
 - ☐ CoCoNet
 - ☐ College or University
 - ☐ Craigslist
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ Filipino Bar Association
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Hispanic National Bar Association
 - ☐ Indeed
 - ☐ Job Fair
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Minority Organization or Group
 - ☐ Monster
 - ☐ Stanford School of Law
 - ☐ Santa Clara School of Law
 - ☐ SF La Raza Lawyers Association
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Human Resources Office
 - ☐ Sonoma County Job Line
 - ☐ Twitter
 - ☐ UC Berkeley - Boalt School of Law
 - ☐ UC Davis School of Law
 - ☐ UC Hastings School of Law
 - ☐ Veterans Services Office
 - ☐ Women's Organization or Group
 - ☐ Other Internet Site
 - ☐ Other Publication

* Required Question