

FORM APPROVED COUNTY COUNSEL 10/21/15
BY: GREGORY P. PRIAMOS DATE
Departmental Concurrence

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

703



FROM: Human Resources Department

SUBMITTAL DATE:

October 22, 2015

SUBJECT: Creation of a Deputy County Counsel – C classification series, creation of an At-Will designated Chief Deputy County Counsel classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-9015 submitted herewith. [District- All] [Total Cost - \$0] [Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendations as outlined and amend Ordinance No. 440 pursuant to Resolution No. 440-9015 submitted herewith.

BACKGROUND:

Summary

The following recommendation is to create a Deputy County Counsel classification series, with a confidential designation. Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations." It is further recommended to create a Chief Deputy County Counsel classification with an At-Will designation in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution.

Michael T. Stock
Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Department Budget

Budget Adjustment: No

For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY

Lani Sioson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

☐ A-30
☐ 4/5 Vote
☐ Positions Added
☐ Change Order

Prev. Agn. Ref.:

District: All

Agenda Number:

3-9

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Creation of a Deputy County Counsel – C classification series, creation of an At-Will designated Chief Deputy County Counsel classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-9015 submitted herewith. [District- All] [Total Cost - \$0] [Department Budget]**

DATE: October 22, 2015

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BACKGROUND:

Summary (continued)

The Office of County Counsel is a full-service law office that handles civil matters for the County of Riverside. The office provides advisory and litigation support on issues of vital concern to the County and its residents such as healthcare, public safety, child welfare, land development, environmental protection, public finance, taxation, and elections. The office is staffed by experienced attorneys who have dedicated their careers to public service. The office's primary clients are the Board of Supervisors and County agencies, departments, commissions, and officers.

The Office of County Counsel has historically used Management level positions to assist departments with requests deemed to be confidential. The ability to assign confidential work to incumbents of a Deputy County Counsel classification would allow the County to retain more legal work in-house and reduce the reliance on outside counsel. The creation of a Confidential designated Deputy County Counsel classification series would help alleviate the unnecessary costs associated with the current structure. The Confidential designation would be reserved for those positions that are privy to information affecting employee relations.

In accordance with Section 3507.5 of the Meyers Milias Brown Act, "any such agency may adopt reasonable rules and regulations providing for designation of the management and confidential employees of the public agency and restricting such employees from representing any employee organization, which represents other employees of the public agency, on matters within the scope of representation."

It is the recommendation of the Human Resources Department that a new confidential classification series be created for the Office of County Counsel, and that these classifications be established at a rate of pay that is 5.5% above the salary of the represented Deputy County Counsel classifications.

In addition, the Office of County Counsel is requesting that an At-Will designated Chief Deputy County Counsel classification be created to serve as a member of the County Counsel Management Team. This classification will be primarily responsible for conferring with the County Counsel Management Team to plan, organize, and assign work to attorneys and to balance the work load among various sections of the office. Chief Deputy County Counsels are assigned the more difficult legal work, which is characterized by complex legal issues having significant legal or policy implications on County policies. This classification will be established at a rate of pay that is 5.5% above the salary of the represented Principal Deputy County Counsel classification.

CLASSIFICATION ADDITIONS:

Deputy County Counsel I - C: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 480/L15 (\$73,019 – \$105,832). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

Deputy County Counsel II - C: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 574/L15 (\$88,471 – \$128,309). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

Deputy County Counsel III - C: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 655/L16 (\$103,858 – \$154,758). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

Deputy County Counsel IV - C: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 682/L18 (\$115,573 – \$181,690). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Creation of a Deputy County Counsel – C classification series, creation of an At-Will designated Chief Deputy County Counsel classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-9015 submitted herewith. [District- All] [Total Cost - \$0] [Department Budget]
DATE: October 22, 2015
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Deputy County Counsel IV-S - C: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 695/L18 (\$122,586 - \$192,744). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

Chief Deputy County Counsel: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MAT 133/L15 (\$146,562 - \$213,201). This classification shall be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution. This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

Impact on Residents and Businesses

The proposed classification series will not have any impact on residents or businesses.

ATTACHMENTS:

- A. Resolution No. 440-9015**
- B. Deputy County Counsel I – C Class Specification**
- C. Deputy County Counsel II – C Class Specification**
- D. Deputy County Counsel III – C Class Specification**
- E. Deputy County Counsel IV – C Class Specification**
- F. Deputy County Counsel IV-S – C Class Specification**
- G. Chief Deputy County Counsel Class Specification**

ATTACHMENT A

RESOLUTION NO. 440-9015

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 10, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
78518	+	Chief Deputy County Counsel	MAT 133/L15
78501	+	Deputy County Counsel I – C	MCO 480/L15
78502	+	Deputy County Counsel II – C	MCO 574/L15
78503	+	Deputy County Counsel III – C	MCO 655/L16
78504	+	Deputy County Counsel IV – C	MCO 682/L18
78500	+	Deputy County Counsel IV-S – C	MCO 695/L18

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
78518	+	Chief Deputy County Counsel

ATTACHMENT B



DEPUTY COUNTY COUNSEL I - C

Class Code: 78501

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$35.11 - \$50.88 Hourly

\$6,084.95 - \$8,819.34 Monthly

\$73,019.44 - \$105,832.06 Annually

CLASS CONCEPT:

Under direction, performs basic professional legal work in the field of civil law; prepares and presents cases before any court, administrative body, board, or commission; and performs other related duties as required.

The Deputy County Counsel I - C is the entry level of the Deputy County Counsel - C series and reports to a Deputy County Counsel IV-S - C, Chief Deputy County Counsel, or Assistant County Counsel. Supervision and guidance is provided by higher level attorneys on initial assignments through formal and informal work review. This class is assigned legal work requiring basic knowledge of the organization, powers, and limitations of County governmental functions, and of the California Constitution and the principles of civil law, and their application to governmental subdivisions. Incumbents are subject to rotation of assignments according to business needs. The Deputy County Counsel I - C is distinguished from the Deputy County Counsel II - C in that the latter is the second and intermediate level in the series, performing the more specific legal assignments, projects, and litigation as assigned by County Counsel or the County Counsel Management Team.

Promotion to the next higher level of Deputy County Counsel II - C is not based solely on seniority but rather demonstrated ability, satisfaction of the experience requirement and an overall meets expectation rating on the annual performance evaluation.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

REPRESENTATION UNIT: Unrepresented Confidential

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Perform basic legal research in matters of law and trial tactics, ordinance drafting and interpretation, preparation of contracts, and other legal instruments; preparation of legal briefs and opinions, and trial and appellate practices.
- Provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner and may interact with members of the public.

- Assist in preparing written and oral opinions on legal questions submitted by such agencies; give advice on legal aspects regarding basic matters of the County.
- Study and interpret laws, court decisions, ordinances, and other legal authorities; may direct and manage minor litigation; prepare correspondence and reports.
- Review progress and development of work with supervisory deputies; assist with preparation for meetings of various County commissions and boards.

RECRUITING GUIDELINES:

Knowledge of: Legal principles and their application; legal research and trial techniques; rules of evidence and the conduct of court proceedings; current case law, legislation, and trends in the areas of practice; state and federal statutory and case law applicable to public entities in California; rules and procedures for California and Federal Courts; Riverside County policies, ordinances and related authorities; telephone, office and online etiquette; County customer service objectives and strategies; basic computer operation and software programs such as legal research, word processing, and electronic mail.

Ability to: Read, understand, interpret and communicate legal issues to both attorneys and lay people; advocate the interests of the County and other clients in meetings, court and administrative hearings; present arguments and statements of fact and law clearly and logically in written and oral form; communicate effectively orally and in writing, in a clear, concise, sound, logical, and thorough manner when preparing opinions, briefs, reports, ordinances, correspondence, or other written communications of a legal nature; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy; thoroughly analyze and research legal issues and take all facts and findings into consideration; interpret and apply cases, statutes, regulations, legal principles, and government policies and practices; prioritize and organize workload and complete a large number of work assignments that have strict timelines; treat County employees, representatives of outside agencies, and members of the public with courtesy and respect; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral; provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish effective working relationships with management, employees, employee representatives and the public.

SUPPLEMENTAL INFORMATION:

Job Competencies/Desirable Traits:

- Makes sound and accurate decisions under pressure.
- Maintains an environment of teamwork and collaboration conducive to expanding knowledge and expertise.
- Communicates clearly and concisely in both written and verbal forms; persuasively communicates findings and recommendations to a variety of audiences and possesses negotiation skills.
- Successfully prioritizes conflicting timelines ensuring that each project receives appropriate time and consideration.
- Effectively maintains expertise in all areas of responsibility and seeks opportunities to increase personal knowledge in areas of responsibility.
- Takes independent actions after carefully analyzing and interpreting the associated risks.

- Customer focused, meeting obligations and commitments.
- Demonstrates ethical behavior and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gains and maintains credibility with superiors, co-workers, public, and managers.
- Exhibits values and respect of others in all undertakings.
- Encourages creative problem solving, collaboration and analysis techniques.
- Driven to excel, supportive of change and seeks continuous learning.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required at the time of appointment.

Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT C



DEPUTY COUNTY COUNSEL II - C

Class Code: 78502

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$42.53 - \$61.69 Hourly

\$7,372.56 - \$10,692.40 Monthly

\$88,470.72 - \$128,308.75 Annually

CLASS CONCEPT:

Under direction, performs the more specific professional legal work in the field of civil law; prepares and presents cases before any court, administrative body, board, or commission; and performs other related duties as required.

The Deputy County Counsel II - C is the second and intermediate working level of the Deputy County Counsel series and reports to a Deputy County Counsel IV-S - C, Chief Deputy County Counsel, or Assistant County Counsel. This class is assigned legal work requiring more specific knowledge of the organization, powers, and limitations of County governmental functions, and of the California Constitution and the principles of civil law and their application to governmental subdivisions, and less supervision and review. Incumbents are subject to rotation of assignments according to business needs. The Deputy County Counsel II - C is distinguished from the Deputy County Counsel III - C in that the latter is the third and journey-level in the series, performing the more moderately difficult legal assignments, projects and litigation as assigned by County Counsel or the County Counsel Management Team.

Promotion to the next higher level of Deputy County Counsel III - C is not based solely on seniority but rather demonstrated ability, satisfaction of the experience requirement and an overall meets expectation rating on the annual performance evaluation.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

REPRESENTATION UNIT: Unrepresented Confidential

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Perform more specific legal research in matters of law and trial tactics, ordinance drafting and interpretation, preparation of contracts and other legal instruments; preparation of legal briefs and opinions, and trial and appellate practices.
- Provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner and may interact with members of the public.
- Confer and advise County and district officers and employees on routine legal questions pertaining to

their respective powers, duties, functions, and obligations.

- Attend administrative and appeals hearings and give legal advice and counsel.
- Draft contracts, deeds, leases, ordinances, resolutions, and other legal instruments; prepare written opinions and render informal opinions on legal questions; prepare correspondence, pleadings and handle depositions, interrogatories, pretrial motions, and pretrial and settlement conferences.
- Study and interpret laws, court decisions, ordinances, and other legal authorities; may act as County Counsel's representative at meetings of various commissions and boards.
- May also be required to perform the functions of the lower level Deputy County Counsel classification.

RECRUITING GUIDELINES:

OPTION I

Experience: Minimum one year of experience at the Deputy County Counsel I level with the Riverside County Office of County Counsel, or as a county counsel attorney or city attorney at an equivalent level with another California county or city.

OPTION II

Experience: Minimum two years of experience in the practice of civil law providing professional legal counsel to governmental agencies or departments.

Knowledge of: Legal principles, legal research, and trial techniques; rules of evidence and the conduct of court proceedings; current case law, legislation, and trends in the areas of practice; state and federal statutory and case law applicable to public entities in California; rules and procedures for California and Federal Courts; Riverside County policies, ordinances, and related authorities; telephone, office and online etiquette; County customer service objectives and strategies; basic computer operation and software programs such as legal research, word processing, and electronic mail.

Ability to: Read, understand, interpret and communicate legal issues to both attorneys and lay people; advocate the interests of the County and other clients in meetings, court and administrative hearings; communicate effectively orally and in writing, in a clear, concise, sound, logical, and thorough manner when preparing opinions, briefs, reports, ordinances, correspondence, or other written communications of a legal nature; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy; thoroughly analyze and research legal issues and take all facts and findings into consideration; interpret and apply cases, statutes, regulations, legal principles, and government policies and practices; prioritize and organize workload and complete a large number of work assignments that have strict timelines; treat County employees, representatives of outside agencies, and members of the public with courtesy and respect; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral; provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner and may interact with members of the public; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish effective working relationships with management, employees, employee representatives and the public.

SUPPLEMENTAL INFORMATION:

Job Competencies/Desirable Traits:

- Makes sound and accurate decisions under pressure.

- Maintains an environment of teamwork and collaboration conducive to expanding knowledge and expertise.
- Communicates clearly and concisely in both written and verbal forms; persuasively communicates findings and recommendations to a variety of audiences and possesses superior negotiation skills.
- Successfully prioritizes conflicting timelines ensuring that each project receives appropriate time and consideration.
- Effectively maintains expertise in all areas of responsibility and seeks opportunities to increase personal knowledge in areas of responsibility.
- Takes independent actions after carefully analyzing and interpreting the associated risks.
- Customer focused, meeting obligations and commitments.
- Demonstrates ethical behavior and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gains and maintains credibility with superiors, co-workers, public, and managers.
- Exhibits values and respect of others in all undertakings.
- Encourages creative problem solving, collaboration and analysis techniques.
- Driven to excel, supportive of change and seeks continuous learning.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required at time of the appointment.

Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT D



DEPUTY COUNTY COUNSEL III - C

Class Code: 78503

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$49.93 - \$74.40 Hourly

\$8,654.85 - \$12,896.49 Monthly

\$103,858.14 - \$154,757.82 Annually

CLASS CONCEPT:

Under direction, performs the more moderately difficult professional legal work in the field of civil law; prepares and presents cases before any court, administrative body, board, or commission; and performs other related duties as required.

The Deputy County Counsel III - C is the third and journey-level of the Deputy County Counsel - C series and reports to a Deputy County Counsel IV-S - C, Chief Deputy County Counsel, or Assistant County Counsel. This class is assigned moderately difficult legal work requiring expert knowledge of the organization, powers, and limitations of County governmental functions, and of the California Constitution and the principles of civil law, and their application to governmental subdivisions. Incumbents are subject to rotation of assignments according to business needs. The Deputy County Counsel III - C is distinguished from the Deputy County Counsel IV - C in that the latter is the advanced-journey level, performing the more difficult to complex legal assignments, projects, and litigation as assigned by County Counsel or the County Counsel Management Team.

Promotion to the next higher level of Deputy County Counsel IV - C is not based solely on seniority but rather demonstrated ability, satisfaction of the experience requirement, and an overall above average rating on the annual performance evaluation.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

REPRESENTATION UNIT: Unrepresented Confidential

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide guidance and advice to Deputy County Counsel attorneys in matters of law and trial tactics, ordinance drafting and interpretation, preparation of contracts and other legal instruments, legal research, preparation of legal briefs and opinions, and trial and appellate practices.
- Provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner and may interact with members of the public.
- Confer with and advise County and district officers and employees on legal questions pertaining to their respective powers, duties, functions, and obligations.

- Attend meetings of boards and commissions as requested and give legal advice and counsel; attend various negotiating sessions, grievance hearings, administrative hearings, and appeals hearings, and give legal advice and counsel.
- Draft contracts, deeds, leases, ordinances, resolutions, and other legal instruments; prepare written opinions and render informal opinions on legal questions; prepare correspondence and reports, prepare pleadings and handle depositions, interrogatories, pretrial motions, and pretrial and settlement conferences.
- Study and interpret laws, court decisions, ordinances, and other legal authorities; represent the County in all State and Federal Courts.
- Analyze, research, and resolve moderately difficult legal problems.
- Prepare, present, and manage moderately difficult trial and appellate cases under minimal to moderate supervision.
- May also be required to perform the functions of the lower level Deputy County Counsel classification.

RECRUITING GUIDELINES:

OPTION I

Experience: Minimum one year of experience at the Deputy County Counsel II level with the Riverside County Office of County Counsel, or as a county counsel attorney or city attorney at an equivalent level with another California county or city.

OPTION II

Experience: Minimum three years of experience in the practice of civil law providing professional legal counsel to governmental agencies or departments.

Knowledge of: Legal principles, legal research, and trial techniques; rules of evidence and the conduct of court proceedings; current case law, legislation, and trends in the areas of practice; state and federal statutory and case law applicable to public entities in California; rules and procedures for California and Federal Courts; principles, practices, methods, and techniques of leadership training; Riverside County policies, ordinances and related authorities; telephone, office and online etiquette; County customer service objectives and strategies; basic computer operation and software programs such as legal research, word processing, and electronic mail.

Ability to: Read, understand, interpret, and communicate legal issues to both attorneys and lay people; advocate the interests of the County and other clients in meetings, court and administrative hearings; communicate effectively orally and in writing, in a clear, concise, sound, logical, and thorough manner when preparing opinions, briefs, reports, ordinances, correspondence, or other written communications of a legal nature; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy; thoroughly analyze and research legal issues and take all facts and findings into consideration; interpret and apply cases, statutes, regulations, legal principles, and government policies and practices; prioritize and organize workload and complete a large number of work assignments that have strict timelines; treat County employees, representatives of outside agencies, and members of the public with courtesy and respect; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral; provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner and may interact with members of the public; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish effective working

relationships with management, employees, employee representatives and the public.

SUPPLEMENTAL INFORMATION:

Job Competencies/Desirable Traits:

- Makes sound and accurate decisions under pressure.
- Maintains an environment of teamwork and collaboration conducive to expanding knowledge and expertise.
- Communicates clearly and concisely in both written and verbal forms; persuasively communicates findings and recommendations to a variety of audiences and possesses superior negotiation skills.
- Successfully prioritizes conflicting timelines ensuring that each project receives appropriate time and consideration.
- Effectively maintains expertise in all areas of responsibility and seeks opportunities to increase personal knowledge in areas of responsibility.
- Takes independent actions after carefully analyzing and interpreting the associated risks.
- Customer focused, meeting obligations and commitments.
- Demonstrates ethical behavior and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gains and maintains credibility with superiors, co-workers, public, and managers.
- Exhibits values and respect of others in all undertakings.
- Encourages creative problem solving, collaboration and analysis techniques.
- Driven to excel, supportive of change and seeks continuous learning.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required at the time of appointment.

Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT E



DEPUTY COUNTY COUNSEL IV - C

Class Code: 78504

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$55.56 - \$87.35 Hourly

\$9,631.11 - \$15,140.81 Monthly

\$115,573.33 - \$181,689.66 Annually

CLASS CONCEPT:

Under direction, performs the more demanding and difficult to complex professional legal work in the field of civil law; prepares and presents cases before any court or administrative body, board, or commission; and performs other related duties as required.

The Deputy County Counsel IV - C is the advanced journey-level of the Deputy County Counsel series and reports to a Deputy County Counsel IV-S - C, Chief Deputy County Counsel, or Assistant County Counsel. This class is assigned difficult to complex legal work requiring expert knowledge of the organization, powers, and limitations of County governmental functions, and of the California Constitution and the principles of civil law, and their application to governmental subdivisions. Incumbents are subject to rotation of assignments according to business needs. The Deputy County Counsel IV - C is distinguished from positions in the lower Deputy County Counsel classifications by assignments which may involve a mentoring role over a few subordinate attorneys or section, as well as more difficult to complex assignments, projects, and litigation as assigned by County Counsel or the County Counsel Management Team.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

REPRESENTATION UNIT: Unrepresented Confidential

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide guidance and advice to Deputy County Counsel attorneys in matters of law and trial tactics, ordinance drafting and interpretation, preparation of contracts and other legal instruments, legal research, preparation of legal briefs and opinions, and trial and appellate practices.
- Provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner and may interact with members of the public.
- Consult with subordinate deputies on points of law, evidence, and legal procedures and policies and practices of the County Counsel's Office; counsel and make recommendations to subordinate deputies on the more difficult and complex legal problems.

- Attend meetings of various boards and commissions as legal advisor; confer with and advise County and district officers and employees on legal questions pertaining to their respective powers, duties, functions, and obligations; represent the County in all State and Federal Courts.

- Study and interpret laws, court decisions, ordinances, and other legal authorities.

- Draft contracts, deeds, leases, ordinances, resolutions, and other legal instruments; prepare written opinions and render informal opinions on legal questions; prepare correspondence and, prepares pleadings and handles depositions, interrogatories, pretrial motions, and pretrial and settlement conferences.

- Analyze, research, and resolve difficult and complex legal problems.

- Prepare, present, and manage difficult to complex trial and appellate cases under minimal to moderate supervision.

- May also be required to perform the functions of the lower level Deputy County Counsel classification.

RECRUITING GUIDELINES:

OPTION I

Experience: Minimum one year of experience at the Deputy County Counsel III level with the Riverside County Office of County Counsel, or as a county counsel attorney or city attorney at an equivalent level with another California county or city.

OPTION II

Experience: Minimum four years of experience in the practice of civil law providing professional legal counsel to governmental agencies or departments.

Knowledge of: Legal principles, legal research, and trial techniques; rules of evidence and the conduct of court proceedings; current case law, legislation, and trends in the areas of practice; state and federal statutory and case law applicable to public entities in California; rules and procedures for California and Federal Courts; principles, practices, methods, and techniques of leadership and training; Riverside County policies, ordinances and related authorities; telephone, office and online etiquette; County customer service objectives and strategies; basic computer operation and software programs such as legal research, word processing, and electronic mail.

Ability to: Read, understand, interpret and communicate legal issues to both attorneys and lay people; advocate the interests of the County and other clients in meetings, court and administrative hearings; communicate effectively orally and in writing, in a clear, concise, sound, logical, and thorough manner when preparing opinions, briefs, reports, ordinances, correspondence, or other written communications of a legal nature; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy; thoroughly analyze and research legal issues and take all facts and findings into consideration; interpret and apply cases, statutes, regulations, legal principles, and government policies and practices; prioritize and organize workload and complete a large number of work assignments that have strict timelines; treat County employees, representatives of outside agencies, and members of the public with courtesy and respect; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral; provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner and may interact with members of the public; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish effective working

relationships with management, employees, employee representatives and the public.

SUPPLEMENTAL INFORMATION:

Job Competencies/Desirable Traits:

- Leadership qualities that promote team building, coaching and developing of resources.
- Makes sound and accurate decisions under pressure.
- Maintains an environment of teamwork and collaboration conducive to expanding knowledge and expertise.
- Communicates clearly and concisely in both written and verbal forms; persuasively communicates findings and recommendations to a variety of audiences and possess superior negotiation skills.
- Successfully prioritizes conflicting timelines ensuring that each project receives appropriate time and consideration.
- Effectively maintains expertise in all areas of responsibility and seeks opportunities to increase personal knowledge in areas of responsibility.
- Takes independent actions after carefully analyzing and interpreting the associated risks.
- Customer focused, meeting obligations and commitments.
- Demonstrates ethical behavior and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gains and maintains credibility with superiors, co-workers, public, and managers.
- Exhibits values and respect of others in all undertakings.
- Encourages creative problem solving, collaboration and analysis techniques.
- Driven to excel, supportive of change and seeks continuous learning.

OTHER REQUIREMENTS:

License: A valid California Driver's License may be required at the time of appointment.

Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT F



DEPUTY COUNTY COUNSEL IV-S - C

Class Code: 78500

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$58.94 - \$92.67 Hourly

\$10,215.50 - \$16,062.00 Monthly

\$122,586.05 - \$192,744.03 Annually

CLASS CONCEPT:

Under direction, performs the most complex, demanding and difficult professional legal work in the field of civil law; prepares and presents cases before any court, administrative body, board, or commission; supervises, trains, and/or provides administration duties over a unit within a division; and performs other related duties as required.

The Deputy County Counsel IV-S - C is appointed to this class by the County Counsel and reports to a Chief Deputy County Counsel or Assistant County Counsel. An incumbent of the Deputy County Counsel-IV - C class who has exceptionally performed difficult to complex legal work requiring expert knowledge of the organization, powers, and limitations of County governmental functions, and of the California Constitution and the principles of civil law, and their application to governmental subdivisions, and/or who has been assigned supervisory, training or administrative responsibilities over a unit within a division, may be appointed by the County Counsel to this classification. To make such an appointment, the County Counsel shall also consider whether the incumbent has consistently demonstrated an ability to work cooperatively with colleagues and clients.

An appointment to this assignment shall not be made solely on the basis of seniority, is entirely discretionary and, once made, shall not be deemed a promotion.

Confidential (C) Class Designation: Confidential employees are defined by Section 3.b. of the Employee Relations Resolution, as "any employee who may be privy to the decision-making process of County management affecting employee relations."

REPRESENTATION UNIT: Unrepresented Confidential

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide guidance and advice to Deputy County Counsel attorneys in matters of law and trial tactics, ordinance drafting and interpretation, preparation of contracts and other legal instruments, legal research, preparation of legal briefs and opinions, and trial and appellate practices.
- Supervising attorney over an assigned section or team of attorneys and other professional staff.
- Provide responsive, high quality service to County employees and representatives of outside agencies by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner and may interact with members of the public.

May be also required to perform the functions of the lower level Deputy County Counsel classification.

RECRUITING GUIDELINES:

Experience: Minimum one year of experience at the Deputy County Counsel IV level with the Riverside County Office of County Counsel.

Knowledge of: Legal principles, legal research, and trial techniques; rules of evidence and the conduct of court proceedings; current case law, legislation, and trends in the areas of practice; state and federal statutory and case law applicable to public entities in California; rules and procedures for California and Federal Courts; principles, practices, methods, and techniques of leadership, supervision and training; Riverside County policies, ordinances and related authorities; telephone, office and online etiquette; County customer service objectives and strategies; basic computer operation and software programs such as legal research, word processing, and electronic mail.

Ability to: Analyze, research, and resolve difficult and complex legal problems; interpret and apply cases, statutes, regulations, legal principles, and government policies and practices; read, understand, interpret, and communicate legal issues to both attorneys and lay people; prepare, present, and manage difficult to complex trial and appellate cases under minimal supervision; supervise and mentor the work of a section or team of attorneys and/or other staff; train and evaluate the performance of attorney staff; advocate the interests of the County and other clients in meetings, court, and administrative hearings; communicate effectively in writing, in a clear, concise, sound, logical, and thorough manner when preparing opinions, briefs, reports, ordinances, correspondence, or other written communications of a legal nature; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations that require a high degree of sensitivity, tact and diplomacy; thoroughly analyze and research legal issues and take all facts and findings into consideration; prioritize and organize workload and complete a large number of work assignments that have strict timelines; treat County employees, representatives of outside agencies, and members of the public with courtesy and respect; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish effective working relationships with management, employees, employee representatives, and the public; communicate effectively orally and in writing.

SUPPLEMENTAL INFORMATION:

Job Competencies/Desirable Traits:

- Makes sound and accurate decisions under pressure.
- Maintains an environment of teamwork and collaboration conducive to expanding knowledge and expertise.
- Persuasively communicates findings and recommendations to a variety of audiences.
- Successfully prioritizes conflicting timelines ensuring that each project receives appropriate time and consideration.
- Skillfully utilizes computer and other available technology to maintain information.
- Seeks opportunities to increase personal knowledge in areas of responsibility.
- Takes independent actions after carefully analyzing and interpreting the associated risks.
- Customer focused, meeting obligations and commitments.

- Effectively maintains expertise in all areas of responsibility.
- Communicates clearly and concisely in both written and verbal forms.
- Demonstrates ethical behavior and integrity even when challenged with highly stressful or crisis situations.
- Skillfully gains and maintains credibility with superiors, co-workers, public, and managers.
- Exhibits values and respect of others in all undertakings.
- Encourages creative problem solving and analysis techniques.
- Driven to excel, supportive of change and seeks continuous learning.

OTHER REQUIREMENTS:

License: A valid California Driver's License may be required at the time of appointment.

Active membership in the State Bar of California.

Must currently hold the position of Deputy County Counsel IV - C in the Riverside County Counsel's Office.

PRE-EMPLOYMENT:

Not Applicable.

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

ATTACHMENT G



CHIEF DEPUTY COUNTY COUNSEL

Class Code: 78518

COUNTY OF RIVERSIDE

Established Date: Nov 12, 2015

Revision Date: Nov 12, 2015

SALARY RANGE

\$70.46 - \$102.50 Hourly

\$12,213.52 - \$17,766.75 Monthly

\$146,562.21 - \$213,201.04 Annually

CLASS CONCEPT:

Under general direction, supervises, assigns, and reviews the work of subordinate deputies; participates in the activities of the County Counsel Management Team; performs the more difficult and demanding legal work in the field of civil law; acts for County Counsel or Assistant County Counsel in their absence; and performs other related duties as required.

The Chief Deputy County Counsel is the full supervisory level of the Deputy County Counsel series and incumbents participate with the Assistant County Counsel as members of the County Counsel Management Team. Incumbents confer and review with the Management Team to plan, organize, and assign work to attorneys and to balance the workload among various sections of the office. Additionally, Chief Deputy County Counsels are assigned the more difficult legal work, which is characterized by complex legal issues having significant legal or policy implications on County policies. This class is distinguished from the Assistant County Counsel in that the latter assists County Counsel in the day-to-day management of the office through directing and coordinating the activities of the County Counsel Management Team and performs the most difficult legal work characterized by complex legal issues having significant legal or policy implications on County policies.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the County Counsel.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- As a member of the County Counsel Management Team, plan and organize the work of attorneys by assigning, reviewing, and balancing the workload among the various sections of the office.
- Supervise, assign, and review the work of subordinate deputies in the practices of the County Counsel's Office; give advice and recommendations to other deputies on difficult and complex legal problems.
- Assist deputies in the development and refinement of skills and talents; serve as advisor to various boards and commissions whose legal problems are complex and exacting.
- Confer with and advise County and district officers and employees on the complex legal questions pertaining to their respective powers, duties, functions, and obligations.

- Represent the County in all State and Federal Courts; study and interpret laws, court decisions, ordinances, and other legal authorities.
- Draft contracts, deeds, leases, ordinances, resolutions, and other legal instruments; prepare written opinions and render informal opinions on complex or legal questions.
- Assist with office administration, employee evaluation, and staff direction; prepare correspondence and reports.

RECRUITING GUIDELINES:

Experience: Four years of experience as a journey level attorney providing the full range of legal counsel to governmental agencies or departments.

Knowledge of: Legal principles and their application; rules of evidence and the conduct of court proceedings; organization, powers, and limitations of complex County governmental functions, and of the California Constitution; principles of civil law and their application to governmental subdivisions; methods, procedures, and practices used in the conduct of litigation and the preparation of legal instruments; principles of supervision, including training methods and techniques.

Ability to: Analyze complex legal problems and apply legal principles and practices; present facts, arguments, and laws clearly and logically in written or oral form; perform legal research; draft ordinances, contracts, and legal instruments, including pleadings and briefs; assign, supervise, and review the work of attorneys; establish and maintain cooperative relations with subordinates, superiors, and others contacted in the work.

OTHER REQUIREMENTS:

License: A valid California Driver's License may be required at time of appointment.

Active membership in the State Bar of California.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.