



**Assistant Chief Counsel
(DEPARTMENTAL PROMOTIONAL)
5EH06**

Department(s): Department of Fair Employment and Housing
Opening Date: JUNE 15, 2015
Closing Date: JUNE 30, 2015
Type of Recruitment: Departmental Promotional
Salary: MONTHLY-RANGED-SALARY - \$9,109.00 to \$10,551.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

INTRODUCTION

This is a Departmental Promotional examination for the Department of Fair Employment and Housing.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.”

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the California Department of Fair Employment and Housing as of the final filing date, in order to take this examination. **(See General Information for exceptions to this requirement.)**

FILING INSTRUCTIONS

Final File Date: JUNE 30, 2015 (Applications and Supplemental Questionnaires postmarked or received interoffice mail after the final filing date **WILL NOT** be accepted.)

A Standard State Application (STD 678) is required for this examination and can be obtained at <https://jobs.ca.gov/pdf/std678.pdf>. Faxed or e-mailed applications will not be accepted.

Please submit the application (STD 678), Supplemental Questionnaire and Supplemental Questionnaire Certification responses by mail or in person to:

**Department of Fair Employment and Housing
Human Resources – Attn: Amy Duarte
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758**

FAXED OR E-MAILED STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Testing and Certification Services Unit will contact you to make special testing arrangements.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department listed. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is your responsibility to make sure you meet the experience requirements stated on this announcement on the date you submit your application.

MINIMUM QUALIFICATIONS

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

EITHER I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Attorney, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

****Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.***

POSITION DESCRIPTION

The Assistant Chief Counsel's responsibilities include: planning, organizing, directing, coordinating, and reviewing the work of a professional legal staff; acting as a legal advisor to top management; preparing legislation and representing the Department before the legislature; formulating legal policy; and participating as a member of top management in the development and implementation of departmental policy.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION - WEIGHTED 100.00%

The examination will consist of a supplemental application that is weighted 100%. In order to obtain list eligibility, a minimum of 70% must be attained. Applicants are required to respond to the supplemental questions provided on this announcement. These supplemental questions are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the Assistant Chief Counsel level. Responses to the supplemental questions will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The Department of Fair Employment and Housing reserves the right to revise the examination plan to better meet the needs of the service if there is a change in the circumstances under which this examination was planned. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

SUPPLEMENTAL APPLICATION QUESTIONS: Each applicant for this examination must complete and submit his/her responses to all of the supplemental questions that follow. **APPLICATIONS RECEIVED WITHOUT RESPONSES TO THE SUPPLEMENTAL QUESTIONS OR INCORRECTLY FORMATTED WILL BE DISQUALIFIED.**

INSTRUCTIONS: When responding to the supplemental questions, please follow these guidelines, otherwise your responses will not be scored:

- Your responses must be typewritten or generated by word processing on 8 1/2" X 11" paper with one inch margins and font must be 12 point Arial. **One page per question maximum.**
- Please number the responses and the pages of the Supplemental Application and include your name on page 1 only.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered question separately indicating the corresponding question number for each response. You may include multiple responses on a single page.
- In the event that one particular job contained responsibilities applicable to several questions, separate the different functions of the job in order to respond to all questions completely.

An Assistant Chief Counsel must have certain knowledge, skills, and/or abilities to effectively function on the job. **Please answer the questions below to describe your experience (paid or unpaid) and your ability in these areas:**

1. Describe your understanding of the role of the Assistant Chief Counsel for the Department of Fair Employment and Housing and the role of staff in the Legal Division in relation to the rest of the Department.
2. Describe your leadership philosophy and how this philosophy has enabled you to organize and motivate individuals and groups to efficiently and effectively complete tasks and projects.
3. Describe how you would create a positive work environment in the Legal Division and in the Legal Division's relationship with other divisions in the Department.
4. Describe how you would foster an environment of high performance throughout the Legal Division.
5. Describe how you would foster and maintain a work environment that is free of discrimination and harassment and that supports Equal Employment Opportunity laws, rules and guidelines.

EXAMINATION SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

Knowledge of:

1. Legal principles and their applications.
2. Legal research methods, court procedures, rules of evidence and procedure.
3. Administrative law and the conduct of proceedings before administrative bodies.
4. Provisions of laws and Government Code sections administered or enforced.
5. Principles of public administration.
6. Personnel management and supervision.
7. The department's Equal Employment Opportunity program and the manager's role in the process available to meet the Equal Employment Opportunity objectives.

Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.
2. Present statements of fact, law and argument clearly and logically in written and oral form.
3. Draft opinions, pleadings, rulings, regulations and legislation.
4. Hold hearings and independently present difficult and complex cases in court.
5. Plan, organize and direct the work of staff attorneys.
6. Effectively contribute to the department's Equal Employment Opportunity program.

VETERANS PREFERENCE

Veterans' Preference will **not** be granted in this examination.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

Department of Fair Employment and Housing • Human Resources • Phone: 916.585.7124
For more information regarding this examination, visit <http://www.dfeh.ca.gov/Careers.htm>

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, California Department of Human Resources offices, local offices of the Employment Development Department and the Department of Fair Employment and Housing.

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 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.

Department of Fair Employment and Housing 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 laws and rules and all competitors will be notified.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: [Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov

Contact Information for California Department of Fair Employment and Housing
Attn: Human Resources Office – Amy Duarte
2218 Kausen Dr., Suite 100
Elk Grove, CA 95758
(916) 585-7124

California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Department of Fair Employment & Housing
SUPPLEMENTAL APPLICATION
ASSISTANT CHIEF COUNSEL
June 2015

Candidates **must** submit their responses to the supplemental items and supplemental questionnaire no later than **JUNE 30, 2015**.

INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL APPLICATION

Supplemental Application Questionnaire Certifications received after the final filing date will not be accepted. **Candidates who fail to return a completed state application, supplemental application questionnaire certification, and supplemental questionnaire by the final filing date will be eliminated from the examination process.**

SUPPLEMENTAL APPLICATION QUESTIONNAIRE CERTIFICATIONS CAN NOT BE RETURNED ELECTRONICALLY. YOU MUST SUBMIT A HARD COPY TO OUR OFFICE.

Responses to the Supplemental Application Questionnaire Certification must be filed in person or by mail by the final filing date to the Human Resources Office at the following address:

File In Person or by mail:

Department of Fair Employment & Housing
Human Resources Office – Amy Duarte
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

NOTE: Faxed Supplemental Application Questionnaire Certification will **NOT** be accepted under any circumstances.

RESPONDING TO THE SUPPLEMENTAL APPLICATION

When responding to the Supplemental Application, candidates must follow these guidelines:

- You must **complete and return** a state application, Supplemental Application Questionnaire Certification form along with your responses to the supplemental questions.
- Your responses to the supplemental questions must be typewritten on 8-1/2" x 11" paper, with 1" margins, using **Arial 12-point font. One page per question maximum.**
- A condensed or narrow font is not allowed.
- Your responses to questions 1-5 **must not** exceed five typewritten pages. (Note: any information that appears after the fifth page will not be read nor considered by the rating panel).
- Type your name in the upper right hand corner of each page.

You must answer each numbered item separately and indicate the corresponding question number to each response. You may include multiple responses on a single page.

- You must include the place of employment, and pertinent dates, when responding to each item. It is important to understand, that if it is discovered that an applicant has made any false

representations regarding the information provided in the Supplemental Application, he/she will be removed from the examination process and/or the employment eligibility list resulting from this examination.

- State Applications, letters, resumes, and other materials will NOT be evaluated or considered as responses to the items in the supplemental questionnaire.
- It is the candidate's responsibility to print out a hard copy of their responses to the supplemental questions and retain a copy for their records.

SUPPLEMENTAL ITEMS

Please note that each question will be evaluated independently. Omitted information cannot be considered.

SUPPLEMENTAL APPLICATION QUESTIONNAIRE CERTIFICATION
Assistant Chief Counsel
June 2015

This page must be completed and submitted along with your Supplemental Questionnaire.

Candidate's Name: _____
(First, Middle, and Last)

Mailing Address: _____

Telephone Number: () _____

Last four digits of you Social Security Number: _____

EXAMINATION CERTIFICATION

I hereby certify and understand that the information provided by me in this Supplemental Application is true and complete to the best of my knowledge. I also certify that this Supplemental Application has been **completed without the assistance of others.** I understand that Department of Fair Employment and Housing, Human Resources' staff reserves the right to verify the information I have provided. I understand that if it is discovered that a candidate has made any false representations regarding the information provided in the Supplemental Application, he/she will be removed from the examination process and/or the employment eligibility list resulting from this examination. In addition, based on the severity of the offense, adverse action may be taken against any employee who compromises an examination.

Candidate Signature: _____ Date: _____

EXAMINATION RESULTS

This examination will consist of a Supplemental Application (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. It is anticipated that you will receive your final examination results by August 31, 2015.