



DEPARTMENT OF FAIR EMPLOYMENT & HOUSING  
STATE OF CALIFORNIA

CIVIL RIGHTS HONORS PROGRAM

The DFEH Civil Rights Honors Program is a highly competitive, one-year program for recent law school graduates and newly admitted lawyers who are committed to public service. Participants in the program will develop practical lawyering skills working with experienced DFEH attorneys in the investigation, mediation, and prosecution of civil rights cases brought by the Department on behalf of the people of California. The positions are paid civil service positions known as Graduate Legal Assistant positions. Participants are based in the Los Angeles and Elk Grove DFEH offices.

The DFEH investigates, mediates, and litigates claims of unlawful discrimination and hate violence in employment, housing and public accommodations. DFEH attorneys prosecute individual and systemic cases under the California Fair Employment and Housing Act, Unruh Civil Rights Act, Ralph Civil Rights Act, and Disabled Persons Act.

Recent Civil Rights Fellows have drafted motions and pleadings, first chaired depositions and mediations, prepared legal memoranda on novel issues of law, participated in trial preparation and trial, conducted investigations, and made merit determinations on complaints filed with DFEH. In addition to working closely with individual attorneys, Fellows will have the opportunity to work with teams litigating issues relating to systemic discrimination. In addition, Fellows will have the opportunity to attend training sessions, outreach meetings with stakeholders, and public events centering on civil rights.

CRITERIA AND APPLICATION PROCESS

*The Honors Program is open to third-year law students, students in their final year of other graduate programs (e.g., L.L.M. programs), judicial clerks, individuals participating in legal fellowship programs, and recent law school graduates.*

YOU MUST COMPLETE THE FOLLOWING TO BE CONSIDERED FOR THE PROGRAM:

1. You must submit an application and supporting materials by following the instructions outlined in the Graduate Legal Assistant job announcement posted on the DFEH website at: <http://www.dfeh.ca.gov/Careers.htm>  
*If the announcement is not posted, then the application process has not yet opened for the following year.*
2. You must take the online Graduate Legal Assistant Civil Service Examination. In order to be hired into any state civil service position, including the DFEH’s Honors Program, you are required to take a civil service exam. The civil service exam gauges your experience and educational credentials. You should consider all of your experience and education, in any capacity (student, volunteer, etc.), when completing the exam. Be honest, but not modest. Your exam will be scored and your name will be placed on a certification list. The certification list is ranked and you must score in a reachable rank (1-3) in order to be appointed to a position. You can access the exam by following the directions found at this link: [http://www.dfeh.ca.gov/res/docs/Jobs/2014/GLA%20Exam%20Bulletin%20and%20QA\\_CDCR\\_DFEH\\_DOJ%20%20%20Rev%2011%202014.pdf](http://www.dfeh.ca.gov/res/docs/Jobs/2014/GLA%20Exam%20Bulletin%20and%20QA_CDCR_DFEH_DOJ%20%20%20Rev%2011%202014.pdf)
3. Applications must be received or postmarked no later than **March 30, 2016**. Questions regarding the position or the application process should be directed to Nelson Chan, Chief of Public Policy and Outreach at [nelson.chan@dfeh.ca.gov](mailto:nelson.chan@dfeh.ca.gov).

**DFEH seeks a diverse workforce and recruits Civil Rights Fellows without regard to race, ethnicity, religion, national origin, age, gender, gender identity, sexual orientation, gender expression, marital status, or mental or physical disability.**

DEPARTMENT OF FAIR EMPLOYMENT & HOUSING  
2218 KAUSEN DRIVE | SUITE 100  
ELK GROVE | CA | 95758

(916) 478-7251 | [www.DFEH.CA.gov](http://www.DFEH.CA.gov)