

## Opportunities & Challenges

The current fiscal crisis provides unprecedented challenges throughout the County. Although our Office does not provide legal services to the public, our work and strategic advice have a direct impact on delivery of services by enabling the County to provide more cost effective and liability free services.

Our Office's Impact Litigation and Social Justice program is a non-traditional way our Office advances the interests of the Board and promotes social justice for citizens of our County. The Office continues to use the legal system to seek remedies and restitution in support of bettering the health and well-being of county residents. The Office has pursued actions against paint manufacturers, independent insurance brokers, and computer chip manufacturers to recover damages for unfair business practices, anti-trust violations and false claims.

To assist in the impact litigation, the Office has developed relationships with law schools to create courses in which law students earn credit for performing legal research and drafting documents related to potential impact litigation. This provides additional resources for the County as well as an opportunity to mentor future lawyers.

In July 2008, oversight of the indigent criminal defense program transferred to the Office of the County Counsel. Since then we have opened nearly 1,300 new criminal cases, of which 30% are serious felonies and 8% are homicides or other types of especially complex cases. The challenges and the workload continue to grow.

The Office continues to look for ways to streamline our existing services and to find ways to enhance our valuable legal services related to pending legislative issues, disaster preparedness, health and ecological legal issues and other emerging legal issues.

If you have any questions  
please contact  
**Patricia Carrillo,**  
Executive Services at  
(408) 299-5897.

For more information or  
to apply online please  
go to: [www.sccjobs.org](http://www.sccjobs.org)

Applications can be  
obtained from and  
returned to :

**ESA—Executive Services**  
**70 West Hedding Street,**  
**8th Floor**  
**San Jose, CA 95110**

**EOE**



## The County of Santa Clara Invites applications for:

### COUNTY COUNSEL

- Employer Paid Member Contribution (EPMC) to PERS reported as part of pension benefits
- PERS retirement benefit calculation based on Single Highest Year

Note: For salaries above a limitation imposed by federal law (that limit is \$245,000 for 2009): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit

#### SUPPLEMENTAL QUESTIONS

Please answer the following questions and submit your responses with a completed application and resume. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination. Resumes will not be accepted in lieu of required supplemental responses. The responses to this questionnaire should be limited to 2-3 pages.

*For each relevant position held, please provide specific information that clearly describes:*

- Your functional areas of responsibility
- The size and type of each organization
- Your position within each organization and the title of the position to which you report(ed); and
- The number and level of staff managed, include the annual operating budget for which you were responsible
- Please describe your management experience in civil, constitutional and administrative law as it relates to county government or other public agency law; and
- Other relevant information that would demonstrate your qualifications for this position.

#### FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will close on November 30, 2009.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

#### Our Mission

- Provide responsive legal advice and client service.
- Provide creative assistance to the Board and to County officers to enable them to carry out their policy goals.
- Provide assertive representation in civil litigation and administrative hearings.

• Provide prompt and effective assistance in negotiation and drafting of contracts and other legal documents.

• Provide training and resources to enable us to achieve the goals of the Office.





## The County

Santa Clara County, also referred to as "Silicon Valley," is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. The County's population of 1.8 million is the largest in northern California, one of the State's most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area.

Santa Clara County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. Today the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country. San Jose is the largest city in the County, with a population of 1 million, and is the administrative site of County Government.

Santa Clara County has a culture rich in its history, ethnic diversity (over 100 languages and dialects are spoken), artistic endeavors, sports venues, and academic institutions. In sports and recreation, San Jose is home to teams for professional soccer, minor league baseball, and the San Jose Sharks, the only professional ice hockey team in Northern California. Numerous public and private golf courses are located throughout the County. In addition to these recreational outlets, the County of Santa Clara operates 27 parks covering more than 50,000 acres including scenic lakes, streams, and miles of hiking and biking trails. For education, the County is home to four major universities - Stanford University, Santa Clara University, San Jose State University and the National Hispanic University - as well as excellent community colleges.

Local museums and art galleries include the Tech Museum of Innovation, the Rosicrucian Museum, the Children's Discovery Museum, the San Jose Museum of Art, the Triton Museum and many

others. There are also abundant performing arts venues including opera, symphonies, musical theatre, repertory theatre, concerts, and children's musical theatre. Concert venues include the HP Pavilion, Mountain Winery and Villa Montalvo.

The County also has a variety of local theme parks and venues for children and adults such as Great America, Gilroy Gardens, Happy Hollow Park & Zoo, Raging Waters, and the Santa Clara County Fair. In addition to the wide variety of business, educational, cultural and recreational opportunities within the County, a short hour's drive can bring residents or visitors to the famous Lick Observatory on Mt. Hamilton, the hills of San Francisco, or any number of white sand beaches along the Pacific Ocean from Santa Cruz and Half Moon Bay to Monterey and Carmel.

## County Government

Santa Clara County adopted a charter form of government in 1951 (most recently amended in 2004) and is governed by a five-member Board of Supervisors. The members of the Board are elected by district, on a non-partisan basis for four-year staggered terms, with a limit of three terms. As a result of term limits, two new Supervisors took office with terms beginning January 2009. The position of President rotates annually among the five members. The County provides a wide range of services, including: hospital and health care, law enforcement, corrections, library services, social services and general government programs.

The Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$4 billion (about 40% of which is for the County's health and hospital system). Santa Clara receives about 40% of its funding from local revenue, 32% from State sources, 19% from the federal government and 9% from other sources.

Board priorities are often addressed through the Board committees. The five policy-setting Board Committees are staffed by the County Counsel, an Assistant County Counsel or a lead attorney. The Board has placed an emphasis on involvement by the Office of the County Counsel at an early stage of significant matters, as well as involvement in drafting of contract documents.

## The Office of the County Counsel

The Office of the County Counsel is the legal advisor to the County of Santa Clara. We are counselors in the fullest sense, providing service that is intelligent, trustworthy and dedicated to public service. We commit ourselves to professionalism and to understand and further the needs and goals of the Board of Supervisors and County agencies and departments. We adhere to the highest standards of ethics and confidentiality.

The Office partners with the County Executive's Office and County departments to find creative legal solutions to implement Board policies and assist the County in fulfilling its mission. The Executive level leadership includes four Assistant County Counsel positions and one Administrative Services Manager. The public purpose of this Office is to promote government operations that are legal, ethical and respectful of client confidentiality. The Office is staffed by 128 employees, including 61 attorneys. The total approved budget appropriation for the Office for fiscal year 2010 is \$26.8 million.

## The Position

The Office of County Counsel serves the Board of Supervisors and works to understand and further the needs and goals of the Board. The Office also represents County Departments and Agencies, County Officers, Special Districts and the Civil Grand Jury. The Office crafts legal strategies, gives legal advice and training, drafts and reviews contracts, analyzes legislation, and defends the County against litigation. The Office partners with the County Executive's Office and County departments to find creative legal solutions to implement Board policies and assist the County in fulfilling its mission.

## The Ideal Candidate

The ideal candidate must be an active member in good standing with the California State Bar having a minimum seven (7) years of experience in professional legal work, including or supplemented by three (3) years of practice in civil law, and including experience in organizing, coordinating and directing the administration of a

professional, administrative and clerical staff. This top professional will be a proven executive who will be a progressive, energetic, responsive, politically astute and confident leader who is flexible, a good problem solver and customer service oriented. This individual should be a team player and possess the creative vision to advance the Agency's services. Additionally, this individual will thrive in a high pressure, fast paced, dynamic and changing environment with constantly shifting priorities. Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities, and to communicate with staff at all levels of the organization is a must.

### ***Key Responsibilities include:***

- Attending public and closed Board meetings to provide legal advice, opinions, and legal options on a variety of issues
- Maintaining a close liaison with the Board of Supervisors to provide legal leadership on all legal matters relating to or affecting Board policies
- Establishing and maintaining the goals, objectives and plans for carrying out the functions of the Office consistent with Board policy determinations by initiating, compromising or dismissing civil litigation
- Organizing, coordinating, supervising and directing the activities of the Office
- Appointing, training, supervising, evaluating and directing the work of deputies, outside counsel, professional, administrative and clerical staff
- Coordinating Office activities with other agencies and appropriate community organizations
- Advising County departments and agencies, as well as County boards and commissions through oral or written opinions and drafting legal documents and ordinances
- Directing the fiscal functions of the Office, including the recommendations to the annual office budget to the County Executive and participating in its presentation to the Board of Supervisors
- Studying, interpreting and applying constitutions, statutes, ordinances, court decisions and legal opinions in connection with legal advice, lawsuits, and administrative proceedings
- Upon request, representing other local public entities, such as school districts and community college districts

