



RESOLUTION NO. 083-2012

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, in order to provide improved service to departments of the County, County Counsel recommends that a restructuring of job classifications is necessary; and

WHEREAS, County Counsel and Human Resources recommend approval of the newly created or modified job specifications for Associate County Counsel (new), Deputy County Counsel (modified from Deputy County Counsel IV), Sr. Deputy County Counsel (new), and Principal Assistant County Counsel (modified), salary schedules, and assigning of bargaining units to County Counsel (CC); and

WHEREAS, it is necessary for the Board of Supervisors to approve the job specification for new classifications and to adopt the salary ranges and designate the bargaining units; and

WHEREAS, in accordance with Section 203 of the El Dorado County Compensation Administration Resolution #227-84 applicable to unrepresented employees, and Section 601 of the Salary and Benefits Resolution #323-2001, as amended, applicable to unrepresented employees, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado approves and adopts the classifications, bargaining units and salary ranges as listed below:

Class Number	Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Bargaining Unit
5100	Associate County Counsel	\$39.33 \$6,817	\$41.30 \$7,159	\$43.37 \$7,517	\$45.54 \$7,894	\$47.82 \$8,289	CC
5104	Deputy County Counsel	\$46.46 \$8,053	\$48.78 \$8,455	\$51.22 \$8,878	\$53.78 \$9,322	\$56.47 \$9,788	CC
5106	Sr. Deputy County Counsel	\$53.90 \$9,343	\$56.60 \$9,811	\$59.43 \$10,301	\$62.40 \$10,816	\$65.52 \$11,357	CC
5105	Principal Assistant County Counsel	\$55.24 \$9,575	\$58.00 \$10,053	\$60.90 \$10,556	\$63.95 \$11,085	\$67.15 \$11,639	CC

Resolution No. 083-2012

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 19th day of June, 2012 by the following vote of said Board:

Ayes: Sweeney, Briggs, Knight, Nutting, Santiago
Noes: None
Absent: None

Attest:
Terri Daly
Acting Clerk of the Board of Supervisors

By: Marcie MacFarland
Deputy Clerk

John R. Knight
Chair, Board of Supervisors
John R. Knight

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Terri Daly, Acting Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____ Date: _____
Deputy Clerk

County of El Dorado

PA # 1/DCC.1-3
June 1990
Rev March 2012

ASSOCIATE COUNTY COUNSEL

DEFINITION

Under direct supervision, performs legal work of a routine to complex nature in representing the County and providing advice and counsel to the Board of Supervisors and County management staff and commissions and committees; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Associate County Counsel is the entry level attorney in the County Counsel Department. Initially under close supervision, incumbents perform the more routine legal services for one or more County departments, their associated elected officials and appointed boards and commissions. This class is distinguished from the Deputy County Counsel class in that the latter is considered to be fully capable of working independently in any number of specialist areas.

EXAMPLES OF DUTIES (Illustrative Only)

- Advises County departmental management concerning their respective duties, powers, functions and obligations.
- Performs a wide range of legal work in such areas as civil litigation, public agency law, juvenile, child welfare, public guardian, special districts and mental health.
- Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents.
- Prepares and tries routine to difficult cases, often involving a specialized body of law.
- Represents the County in administrative hearings before boards, commissions and state and federal agencies.
- Attends County departmental, board and commission meetings to provide legal advice on a variety of matters.
- Investigates and prepares reports regarding claims against the County.
- Reviews ordinances, resolutions, contracts and other documents for legal sufficiency; recommends modifications as required.
- Maintains accurate records, files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on County operations and recommends appropriate action.
- Directs the work of professional and support staff on a project basis.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of assigned projects as specified under Distinguishing Characteristics.

Knowledge of:

- Civil, administrative law and procedures.

- State, federal laws and constitution provisions affecting County agencies' operation.
- Responsibilities and obligations of public officials and administrative agencies.
- County governmental organization, structure and functional responsibilities.
- Rules of procedure governing the conduct of hearings before administrative bodies.
- Procedures, practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound, independent judgment within the general policy guidelines and legal parameters.
- Interpreting state, federal laws and constitutional provisions affecting County operations.
- Representing the County effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Translating technical/legal concepts into oral and written expressions that connect with the intended audience.

Other Requirements:

Must possess a valid driver's license. Must be a member in good standing of the California State Bar Association.

Education and Experience:

Equivalent to graduation from a college or university plus an appropriate law degree.

One year of experience as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting is highly desirable.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

County of El Dorado

PA # 1/DCC.1-3
June 1990
Revised June 2012

DEPUTY COUNTY COUNSEL

DEFINITION

Under general supervision, performs legal work of a routine to complex nature in representing the County and providing advice and counsel to the Board of Supervisors and County management staff and commissions and committees; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy County Counsel is considered to be the highest-level non-supervisory class, fully capable of working independently in any number of specialized areas. While expertise may be gained in a specialized area, incumbents may assist with legal matters in any area of county agency law. This class is distinguished from Sr. Deputy County Counsel in that the latter is a lead level class.

EXAMPLES OF DUTIES (Illustrative Only)

- Advises County departmental management concerning their respective duties, powers, functions and obligations.
- Performs a wide range of legal work in such areas as civil litigation, public agency law, juvenile, child welfare, public guardian, special districts and mental health.
- Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents.
- Prepares and tries routine to difficult cases, often involving a specialized body of law.
- Represents the County in administrative hearings before boards, commissions and state and federal agencies.
- Attends County departmental, board and commission meetings to provide legal advice on a variety of matters.
- Investigates and prepares reports regarding claims against the County.
- Reviews ordinances, resolutions, contracts and other documents for legal sufficiency; recommends modifications as required.
- Maintains accurate records, files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on County operations and recommends appropriate action.
- Directs the work of professional and support staff on a project basis.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of assigned projects as specified under Distinguishing Characteristics.

Knowledge of:

- Civil and administrative law procedures.
- State and federal laws and constitution provisions affecting County agencies' operation.
- Responsibilities and obligations of public officials and administrative agencies.
- County governmental organization, structure and functional responsibilities.
- Rules of procedure governing the conduct of hearings before administrative bodies.
- Procedures and practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound, independent judgment within the general policy guidelines and legal parameters.
- Interpreting state and federal laws and constitutional provisions affecting County operations.
- Representing the County effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Translating technical/legal concepts into oral and written expressions that connect with the intended audience.

Other Requirements:

Must possess a valid driver's license. Must be a member in good standing of the California State Bar Association.

Education and Experience:

Equivalent to graduation from a college or university plus an appropriate law degree. Five years of progressive experience as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting. Demonstrated ability to litigate a wide variety of civil lawsuits and to advise County agencies with minimal supervision.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

County of El Dorado

Created June 2012

SENIOR DEPUTY COUNTY COUNSEL

DEFINITION

Under general direction, provides a broad range of legal services to the County, primarily of a complex nature, assists with the creation, implementation and evolution of policy, provides a comprehensive level of legal advice and counsel to the Board of Supervisors, County management staff, commissions and committees; performs related work as assigned. May be called upon to act as lead attorney on projects involving multiple attorneys and to act to direct and coordinate activities of attorneys on those projects.

DISTINGUISHING CHARACTERISTICS

This class is considered to be the lead level class, fully capable of working independently in any number of specialized areas. Incumbents may lead small teams of attorneys responsible for finding sophisticated legal solutions for a variety of legal matters in any area of county agency law. This class is distinguished from Principal Assistant County Counsel and Chief Assistant County Counsel in that the Principal Assistant County Counsel and Chief Assistant County Counsels are supervisory classes with responsibility to provide direct or indirect supervision of the Senior Deputy County Counsel, Deputy County Counsel, and Associate County Counsel classes. Whereas the Senior Deputy County Counsel class may be a lead attorney on projects involving multiple attorneys and to direct and/or coordinate activities of attorneys on those projects.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides leadership and expert legal advice to the County for a broad range of complex legal issues.
- Assists with the creation, implementation and evolution of County policy.
- Leads teams of in-house attorneys on projects requiring interdisciplinary skills and policy development.
- Handles complex, difficult legal matters and litigation with little supervision.
- Collaborates and advises departments concerning their respective duties, powers, functions and obligations.
- Performs a broad range of legal services in such areas as civil litigation, public agency law, juvenile, child welfare, public guardian, special districts and mental health.
- Researches legal problems, prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents in order to recommend solutions and provide needed support to implement the recommended solution.
- Represents the County in litigation encompassing a wide variety of complex legal routine to complex issues including all phases of pre-trial, trial and appellate work in State and/or federal courts.
- Represents the County in administrative hearings before boards, commissions and state and federal agencies.
- Attends County departmental, board and commission meetings to provide legal advice on a variety of matters.
- Investigates and prepares reports regarding claims against the County.
- Reviews ordinances, resolutions, contracts and other documents for legal sufficiency;

recommends modifications as required.

- Maintains accurate records, files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on County operations and recommends appropriate action.
- Directs the work of professional and support staff.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of assigned projects as specified under Distinguishing Characteristics.

Knowledge of:

- Civil, administrative law and procedures.
- State and federal laws and constitution provisions affecting County agencies' operation.
- Responsibilities and obligations of public officials and administrative agencies.
- County governmental organization, structure and functional responsibilities.
- Rules of procedure governing the conduct of hearings before administrative bodies.
- Procedures, practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.
- Supervisory principles and practices including work planning, scheduling, assigning, evaluation, employee training and discipline.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Planning, organizing, assigning, supervising, reviewing and evaluating the work of others.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound, independent judgment within the general policy guidelines and legal parameters.
- Interpreting state and federal laws and constitutional provisions affecting County operations.
- Representing the County effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Translating technical/legal concepts into oral and written expressions that connect with the intended audience.

Other Requirements:

Must possess a valid driver's license. Must be a member in good standing of the California State Bar Association.

Education and Experience:

Equivalent to graduation from a college or university plus an appropriate law degree.

Eight years of experience as an attorney engaged in the practice of civil law in the State of

California, four years of which must have been obtained in a county government setting. Demonstrated ability to litigate a wide variety of complex civil lawsuits and to advise County agencies.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

County of El Dorado

JCN 5105
March 2000
Revised June 2012

PRINCIPAL ASSISTANT COUNTY COUNSEL

DEFINITION

Under general direction, routinely performs specialized and complex legal work, including litigation, with little or no supervision in connection with the more significant legal problems or in a critical specialty area, assists with the creation, implementation and evolution of policy, provides a comprehensive level of legal advice and counsel to the Board of Supervisors, County management staff, commissions and committees; performs related work as assigned. Incumbents in this classification may provide supervision and direction to Sr. Deputy County Counsel, Deputy County Counsel, and Associate County Counsel incumbents. Provides administration and coordination of office functions and legal work for the Office of County Counsel in the absence of the County Counsel and Chief Assistant County Counsel.

DISTINGUISHING CHARACTERISTICS

This class has responsibility for acting as the principal counsel in the handling of serious, controversial and complex legal matters, including litigation, which results from them. Incumbents in this class are expected to perform their functions with a high degree of independence and minimum supervision. In addition, the Principal Assistant County Counsel provides advice and counsel to the Board of Supervisors, other boards and commissions and County management in areas of legal specialty. This class is distinguished from Sr. Deputy County Counsel in that, upon assignment, it has responsibility for providing direction and coordination of legal work for the Sr. Deputy County Counsels in the department in addition to performing legal work assigned.

This class is distinguished from the Chief Assistant Deputy County Counsel in that the latter has ongoing responsibility for providing administration and coordination of office functions and of legal work for the Office of County Counsel.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides leadership within the department and expert legal advice to the County for a broad range of complex legal issues.
- Assists with the creation, implementation and evolution of County policy.
- Handles complex, difficult legal matters and litigation with minimum supervision.
- May provide legal services in specialized areas and may be required to have or develop expertise in defined areas of the law.
- Confers with and advises County departments and prepares legal opinions concerning their respective duties, powers, functions and obligations; represents the Board of Supervisors and various other entities associated with County government, and various boards and commissions of the County.
- Represents the County in litigation and administrative proceedings encompassing a wide variety of complex legal issues including all phases of pre-trial, trial and appellate work in state and/or federal courts.

- Monitors legal developments including legislation and court decisions related to public agency law and activities and evaluates their impact upon County operations.
- Renders legal opinions for the Board of Supervisors, Chief Administrative Officer and other departments and officials.
- Prepares pleadings, motions, ordinances, resolutions, contracts, leases, permits and other legal documents.
- Attends meetings of the Board of Supervisors and other boards, commissions and committees as required.
- May act as lead attorney on a project or case and provide direction to other attorneys assigned to the matter.
- Directs and evaluates the work of professional and support staff.

QUALIFICATIONS

Knowledge of:

- o Principles and procedures of civil law, especially as related to County government and activities.
- o Principles, methods and practices of legal research and investigation.
- o Judicial and administrative procedures and rules of evidence.
- o Pleadings and practices and effective techniques in the presentation of court cases and administrative proceedings.
- o County government organization, structure and functional responsibilities.
- o Responsibilities and obligations of public officials and administrative agencies.
- o State and federal laws and constitutional provisions affecting County operations.
- o Specialized practice areas as required.
- o Supervisory principles and practices including work planning, scheduling, assigning, evaluation, employee training and discipline.

Skill in:

- o Performing complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations.
- o Planning, organizing, assigning, supervising, reviewing and evaluating the work of others.
- o Exercising independent judgment within general policy guidelines and legal parameters.
- o Analyzing and applying legal principles and precedents and making effective court and hearing presentations.
- o Representing the County effectively in meetings with others.
- o Preparing clear, concise and complete legal documentation and reports, correspondence and other written materials.
- o Performing independently and with minimal supervision in assigned areas of responsibility.
- o Establishing and maintaining effective working relationships with those contacted in the course of the work.
- o Translating technical/legal concepts into oral and written expressions that connect with the intended audience

Other Requirements:

Must possess a valid driver' license. Must be a member in good standing of the California State

Bar Association.

Education and Experience:

Equivalent to graduation from a college or university plus an appropriate law degree.

Eight years of experience as an attorney engaged in the practice of civil law in the State of California, six years of which must have been obtained in a county government setting. Demonstrated ability to litigate a wide variety of complex civil lawsuits and to advise County agencies; prior experience acting as lead attorney or otherwise acting in an independent manner are highly desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.