CHIEF COUNSEL I, CEA
SAN FRANCISCO BAY CONSERVATION AND
DEVELOPMENT COMMISSION

OPEN EXAMINATION – SPOT / SAN FRANCISCO

0B20-5872 15001TU

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

WHO SHOULD APPLY
Applicants who meet the minimum qualifications as stated below. This is an Open, Spot San Francisco examination. Applicants must meet the minimum qualifications by the final filing date.

HOW TO APPLY
Submit a standard State Application (Form 678) and Supplemental Application to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA  94105-2219

A State Application (Form 678) may be obtained via the Internet at BCDC’s website www.bcdc.ca.gov, and CalHR jobs website: www.jobs.ca.gov. Applications may be filed in person or by mail. Applications may also be faxed to (415) 904-5482 or emailed to humanresources@coastal.ca.gov. NOTE: After faxing or emailing, the completed signed original State Application and Supplemental Application must be sent in the mail to the Human Resources Office at the above address.

If you have a disability and need special testing arrangements, mark the appropriate space on the State Application (Form 678). You will be contacted to make special arrangements.

DO NOT SUBMIT APPLICATIONS TO CalHR.

APPLICATION DEADLINE
State Applications (Form 678) and Supplemental Applications must be postmarked or delivered in person or by fax or email to the Human Resources Office at the above address no later than 5:00 p.m., Friday, May 8, 2015, the final filing date. Applications received after the deadline will not be accepted for any reason.

EXAMINATION INTERVIEWS
The entire examination will consist of a Qualifications Appraisal interview. It is anticipated that the interviews will be held during the week of May 11, 2015 in San Francisco. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.

ELIGIBLE LIST INFORMATION
An eligibility list will be established for the San Francisco Bay Conservation and Development Commission. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

SALARY RANGE
$9,366 – $10,850 per month

POSITION DESCRIPTION
The Chief Counsel I is typically the top legal position in a Department with a relatively small legal program having responsibility for planning, organizing, directing, coordinating and reviewing the work of a professional legal staff; acting as legal advisor to top management; preparing and analyzing legislation; representing the Department; formulating legal policy; coordinating litigation with the Office of the Attorney General; and participating as a member of top management in the development and implementation of department policy.

Under the general direction of the Executive Director, the San Francisco Bay Conservation and Development Commission’s Chief Counsel serves as the head of the Legal division; The Chief Counsel will evaluate legislative proposals that affect BCDC’s regulatory and planning jurisdiction and aid in crafting legislative language; interpreting the provisions of the McAteer-Petris Act, Suisun Marsh Preservation Act, and other state statutes and regulations that affect BCDC’s program including the California Environmental Quality Act and the Open Meetings Act and; interpreting existing laws and regulations. The Chief Counsel will also advise the Executive Director and the Commission on legal issues raised by emerging issues such as Climate Change.
CHIEF COUNSEL I, CEA  

Final Filing Date: May 8, 2015 by 5:00 p.m.

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Change and Rising Sea Level; review and comment on major projects prior to action by federal, state, regional, and local Governments and other stakeholders; supervise in-house work on litigation in coordination with the Office of the Attorney General; advise, draft and analyze legislative proposals; participate in the development and implementation of agency policy and; address the most complex legal matters.

REQUIREMENT FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by May 8, 2015, the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I “or” II”. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

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.)

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.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience rendering legal opinions regarding resource management issues and environmental impacts of land use and development.
Experience drafting administrative regulations.
Experience drafting legislation and writing analyses of legislative proposals.
Proficient knowledge in Land Use law.
Proficient knowledge in Environmental law.
Proficient knowledge in Natural Resources law.
Experience in Legal and policy development/strategy.
Experience in advising senior decision makers.

EXAMINATION INFORMATION

This examination will consist of a State Application (Form 678), a Supplemental Application used to expand on relevant experience, and a Qualifications Appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. THE SUPPLEMENTAL APPLICATION IS ATTACHED TO THE EXAMINATION BULLETIN AND MUST BE COMPLETED AND POSTMARKED OR RECEIVED BY 5 P.M. ON THE FINAL FILING DATE, MAY 8, 2015, OR THE COMPETITOR WILL BE ELIMINATED FROM FURTHER PARTICIPATION IN THE EXAMINATION PROCESS. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal – Weighted 100.00% 

Scope of interview: Emphasis in evaluating the candidates will be placed on the competitor’s education and experience which has prepared the competitor for planning, managing, directing, a legal program and staff and practice in land use, environmental and administrative law. In addition to evaluating the competitor’s relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:
   1. Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure.
   2. Administrative law and the conduct of proceedings before administrative bodies.
   4. Principles of public administration, personnel management and supervision.
   5. The department's equal employment opportunity program objectives.
   6. A manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.
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) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

This examination is being administered by the California Coastal Commission on behalf of the San Francisco Bay Conservation and Development Commission

California Coastal Commission
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 toll free (866) 831-2540
TDD (415) 597-5885
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SUPPLEMENTAL APPLICATION
Open, Spot San Francisco Examination
San Francisco Bay Conservation and Development Commission

Failure to return this page with your signature AND the responses to questions 1 through 5 will result in the competitor being eliminated from further participation in the examination.

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INSTRUCTIONS

The supplemental application is designed to elicit information regarding management experience, legal experience and education specifically related to the work of the Commission. The information and the presentation of the material will be reviewed and will augment the standard application as reference material during the examination oral interview process.

When responding to the supplemental appraisal questionnaire items, please follow these guidelines:

- **Your responses must not exceed four pages**, preferably typewritten (singled spaced, one sided) on 8-1/2” x 11” paper using a minimum of 10-point font.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately and indicate the corresponding item number for each response.
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to answer all items completely.

**NOTE:** Resumes, letters, and other materials will NOT be evaluated or considered as responses to the items in the supplemental appraisal questionnaire. If you submit a resume, your answer to the questions may not incorporate by reference information on the resume.

To participate in the oral interview process, the completed supplemental application and the state application (form 678) **must be postmarked or received in our office no later than 5:00 p.m. on May 8, 2015, the final filing date.**

Completed signed supplemental applications may be faxed to (415) 904-5482 or emailed to humanresources@coastal.ca.gov with the completed signed state application (form 678). After faxing or emailing, the completed original signed supplemental application and state application (form 678) must be sent in the mail to the Human Resources Office at the below address. Applicants are also encouraged to submit a resume.

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

This information has been completed by me and is accurate. I understand that I may be removed from eligibility or from appointment if the information is found to be otherwise at any time.

Signature of Competitor

Date

humanresources@coastal.ca.gov
SUPPLEMENTAL APPLICATION
Open, Spot San Francisco Examination
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PLEASE TYPE OR PRINT VERY CLEARLY

1) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) and coursework which you believe prepares you for managing and directing a legal program and staff. Describe specifically your job classification(s), responsibilities, dates of your employment, and the name(s) of your employer(s).

2) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) which you believe demonstrates your ability in public policy formulation and development. Describe specifically your job classification(s), responsibilities, dates of your employment, and the name(s) of your employer(s).

3) Please detail any work experience (including legal, non-legal, paid positions, and volunteer experience) which you believe demonstrates your ability to work successfully with the Executive Staff, Division Chiefs, Attorney General's Office, and officials from other State agencies and Federal, city or county agencies. Include your experience in dealing with sensitive issues that are high profile and receive media attention. Describe specifically your job classification(s), responsibilities, dates of your employment, and the name(s) of your employer(s).

4) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) and coursework which you believe prepares you for practice in the areas of land use, environmental, natural resources and administrative law. Describe specifically your job classification(s), responsibilities, the dates of your employment, and the name(s) of your employer(s).

5) Attorneys at BCDC do not typically represent the Commission in litigation, but instead provide legal advice to the Commission and staff. Please describe the experience you have gained in analyzing complex legal issues in a non-litigation context that involved interpreting statutes and regulations. Include a description of your experience communicating both orally in public hearings and in writing. Describe specifically your job classification(s), responsibilities, the dates of your employment, and the name(s) of your employer(s).