



JOB OPPORTUNITY

SIERRA NEVADA CONSERVANCY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

| | | | |
|--|---|---|--|
| <input type="checkbox"/> PERMANENT FULL-TIME | <input checked="" type="checkbox"/> PERMANENT INTERMITTENT ½ Time | <input type="checkbox"/> LIMITED-TERM – LENGTH: | <input checked="" type="checkbox"/> Retired annuitant @ 960 hrs max per year |
|--|---|---|--|

STAFF COUNSEL (5778-2)

Final Filing Date: Thursday, July 31, 2009

\$26.96 - \$45.16 Hourly DOE

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

Job Description (Typical Duties)

This position is located within the headquarters Office of the Sierra Nevada Conservancy (SNC) in Auburn, California. The position works a reduced work week under general direction of the Executive Officer and Assistant Executive Officer and performs sensitive and complex legal work for the Conservancy. Travel throughout the Sierra Nevada region will occasionally be required. The incumbent will advise the SNC Board, management and staff on all legal matters affecting the operation and governance of the SNC including but not limited to; interpretation of and compliance with SNC enabling legislation; the Open Meeting Act, and the Political Reform Act. Will draft and review contracts and agreements for implementation of real property transactions, site improvement projects and local assistance grants. Serve as SNC's Privacy Officer and provide advice on compliance with the Public Records Act and Information Practices Act as well as statutory provisions and regulations governing the management of confidential or sensitive information; provide advice on public contract law, including procurement processes, contract award and administrative competitive solicitations, purchase documents, and socioeconomic programs; provide legal advise on sensitive personnel and administrative matters including, labor relations, incompatible activities, and conflicts of interest. In consultation with the Attorney General, draft pleadings, rules, regulations, legislation; and negotiates litigation settlements. Work in close cooperation with Resources Agency general counsel on legal matters which affect both the Resources Agency and the SNC.

Knowledge, Skills and Abilities

Ability to analyze complex/difficult legal principles and precedents as found in constitutional provisions, statutes, administrative regulations and contracts, and apply them to difficult and complex legal and administrative problems. Prepare and present statements of fact, law, and argument clearly and logically in written and oral form. Use the internet and other legal resources to research issues involving settled and unsettled points of law. Apply knowledge of state and federal law and state administrative requirements related to, real estate, the Public Records Act, public meeting requirements, human resources, procurement, and the Fair Political Practices Act.

Required Experience and Qualifications

Active membership in the California State Bar. Demonstrated experience in the analysis and resolution of legal questions and issues. Counsel experience in a State agency with a governing board and the drafting and review of; contracts and agreements for real property transactions, site improvement projects and/or local assistance grants; pleadings, rules and regulations. Experience with sensitive and complex personnel and administrative matters in a State agency.

To Apply

To be considered for appointment you must have; 1) permanent civil service status or reinstatement rights to this class; or, 2) be on an eligible list for this class; or, 3) be a retired annuitant in this class. **Applications will be screened and only the most qualified candidates will be interviewed, All applicants must submit a STD 678 to:**

Franchise Tax Board
Certification Unit
P.O. Box 550
Sacramento, CA 95812-0550

The Franchise Tax Board provides Human Resource support services for the Sierra Nevada Conservancy. **Applications must be submitted through FTB.** Contact for information: Rita Adair (530) 823-4708 See www.sierranevada.ca.gov for agency information