



The State Bar Of California General Council





UNIQUE OPPORTUNITY

The State Bar of California is seeking a resourceful and experienced lawyer with a solid breadth of management expertise to become its next General Counsel/Chief Legal Officer (GC). Reporting to the State Bar's Board of Trustees, with a client relationship with the State Bar's management representatives, the GC is responsible for managing and directing the legal staff and legal work of the State Bar and providing legal advice, counsel and representation to the Board and State Bar entity.

STATE BAR OF CALIFORNIA

The State Bar of California was created by the state Legislature in 1927 and is a public corporation within the judicial branch of government, serving as an arm of the California Supreme Court in matters involving the admission, regulation and discipline of attorneys. The State Bar is a unified bar. It serves the "unified" purpose of being the state regulatory licensing agency for lawyers as well as the state-wide professional organization of California lawyers. All California lawyers practicing law must be active licensees. With over 250,000 attorneys, the State Bar of California is the largest state bar in the nation, and one of the largest unified bars in the world. For more than 85 years, the State Bar has regulated the professional conduct of the state's lawyers and sought to enhance the administration of justice for all Californians.

Protection of the public shall be the highest priority for the State Bar of California and the Board of Trustees in exercising their licensing, regulatory and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount.

(Source: Business & Professions Code Section 6001.1.)

Under a recent governance reform initiative, the State Bar is governed by a 20-member Board of Trustees. Six Board members are attorneys elected by attorneys in statutorily defined districts. Five Board members are attorneys appointed by the Supreme Court. Two Board members are attorneys appointed by Legislative leaders. Six "public," non-lawyer members are appointed to the Board of Trustees – four by California's Governor, one by the Senate Committee on Rules and one by the Speaker of the Assembly. The President of the Board of Trustees is elected by the other Board members. Trustees serve 3-year terms and meet approximately six times annually. The State Bar has 600 budgeted employees and a combined \$140 million budget, divided between general and special funds. The State Bar's offices are located in downtown San Francisco and Los Angeles.

The State Bar is conceptually divided into the following service areas:

Regulation and Discipline: including Admissions; Chief Trial Counsel (disciplinary enforcement); State Bar Court (disciplinary adjudication); the Client Security Fund; the Office of Probation; Professional Responsibility and Competence Programs; Mandatory Fee Arbitration Programs;

Administration of Justice: including Legal Service Program; Access & Fairness Programs; Judicial Evaluation; Bar Relations; and Government Affairs;

Education: including Affinity Programs; Insurance Programs; Professional Development (Legal Education and Meeting Services); and Lawyer Assistance Program;

Administrative Support: including Finance; Information Technology; Human Resources; General Counsel; Media and Information Services; General Services and Real Property Operations; Licensing Records and Compliance;

Board Administration: including the Executive Director; Board of Trustees and the Secretariat.

The Office of General Counsel is one of the State Bar's administrative support departments serving the legal needs of the State Bar as an entity. For further information on the State Bar of California, see its Website at: www.calbar.ca.gov.





OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel (OGC) is the State Bar's in-house counsel – providing legal advice, representation and services to the State Bar, its governing board, executive director, management staff, committees, and other sub-entities. OGC is responsible for a wide range of areas, including:

- Providing legal analysis and opinions on laws, issues and proposed legislation relevant to the State Bar and its programs and activities;
- Providing advice on contracts, government procurement requirements, employer-employee and labor relations, open meetings, public records and governmental privacy;
- Providing representation to the State Bar in state and federal courts and before administrative agencies and overseeing outside counsel involving labor and employment, intellectual property, public entity and regulatory matters;
- Representing the State Bar in discipline and admissions cases on review before the California Supreme Court;
- Regularly attend meetings of the Board of Trustees and other committees and commissions to provide legal analysis and advice on pending matters;
- Drafting, reviewing and advising on contracts and other business transactions for all State Bar offices and departments, including employment and labor relations, copyright, real estate and general public corporation matters.

THE POSITION

Reporting to the Board of Trustees, with a client relationship with the Executive Director/CEO and State Bar entity as a whole, the General Counsel is the chief legal officer of the State Bar and serves in this position consistent with the attorney-client relationship. The GC does not have responsibility for the investigation and prosecution of attorney disciplinary cases except for serving as appellate counsel should a matter proceed to the Supreme Court on a petition for review. The GC represents the State Bar

consistent with Rule of Professional Conduct 3-600 [Organization as Client] and performs accordingly.

The General Counsel is a member of the State Bar's Senior Management Team and is responsible for overseeing the budget and personnel of the Office of General Counsel, subject to the Executive Director's overall responsibility to administer the State Bar's budget, personnel, facilities and related support activities in accordance with the policy parameters established by the Board of Trustees. This position is based in the San Francisco office, while requiring frequent travel to the Los Angeles office.

The General Counsel manages a \$4.5 million budget and oversees the retention and direction of outside counsel, as necessary. Direct reports to the GC include a Deputy General Counsel and two Chief Assistant General Counsels, an Administrative Manager and a staff of approximately 20. The State Bar is a union environment governed by the Myers-Milias Brown Act (MMBA), Government Code Section 3500 et seq. The employees of the Office of General Counsel are non-union Confidential Employees under the MMBA.

THE IDEAL CANDIDATE

The next General Counsel will be a highly regarded legal professional with a demonstrated track record of successful legal and managerial accomplishments, particularly involving public entities. Qualified candidates will be proven lawyers, strong leaders, creative thinkers, and possess the organizational skills to assess the structure and efficacy of the legal department with a vision that focuses on providing high quality services. A superior level of legal skill, political acumen, independent judgment and an appreciation for the application of technology to legal practice and institutional management are also critical for this position.

Qualified candidates for this position must bring over 10 years of progressively responsible experience in the practice of law, public entity experience (whether as an employee or contractor), as well as substantial management and budgetary expertise. A minimum of five (5) years of senior management/supervisory experience in administering personnel and budgets is required. Candidates must be active members in good standing in the State Bar of California and have a demonstrated verifiable reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity.





In addition to the previously stated requirements, the State Bar wishes to attract candidates who also possess the following characteristics and competencies:

- A lawyer's lawyer – prominent stature in the legal profession;
- Demonstrated management experience with an understanding of governmental practices and the State Bar's unique relationship as an arm of the judicial branch while being answerable to the state legislature;
- A person of exceptional character who naturally earns the confidence and trust of others while maintaining the highest of ethical standards;
- Adept at earning and maintaining the trust and confidence of the Board of Trustees, Executive Director, and State Bar staff; able to navigate in a political environment while remaining apolitical;
- Highly skilled and poised communicator capable of serving as a spokesperson on behalf of the State Bar;
- Exceptional leadership skills – will provide strong guidance and direction for a staff of experienced attorneys;
- A team player who can optimally utilize the skills and expertise of staff, while maintaining a level of independence with a creative problem solving approach and an eye for detail;
- An effective law office manager who can assess the skills and abilities of his/her team and is willing to make the appropriate adjustments/changes;
- Embraces the benefits of technology and its positive effects on the operations of the State Bar.

COMPENSATION AND BENEFITS

The current annual salary range for the General Counsel is **\$154,082 – \$226,811** (appointment in the range will be commensurate with qualifications and experience). As an employee of the State Bar of California, the General Counsel also receives a comprehensive benefit plan including, but not limited to, California Public Employees' Retirement System (CalPERS) 2% @ 62 formula; 457 Deferred Compensation Program; medical, dental, and vision coverage currently through Kaiser or Aetna, with full premiums paid by the State Bar (employees and eligible dependents); Long Term Disability Insurance coverage; Life Insurance; State Bar funded retiree health upon vesting; 3 weeks of vacation starting and up to 5 weeks maximum plus holidays and sick leave.

A relocation reimbursement allowance and transit and ride share reimbursement programs are available.

APPLICATION PROCESS

To be considered for this position, please submit a résumé and cover letter, including indication of current salary, and the names of five work-related references (who will not be contacted early in the process) by **Friday, May 22, 2015**. Résumé should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Forward your materials to:



Stuart Satow

CPS HR Consulting

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E-mail: resumes@cpsshr.us

Website: www.cpsshr.us/search

Following the final filing date, résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Following these activities, a small group of candidates will proceed to a final interview with the Board of Trustees' Search Committee and ultimately with the Board of Trustees. Following the final interview, the top candidate will undergo a thorough background investigation and reference check process, including finger printing and criminal intelligence clearance. An appointment is anticipated in late July. For additional information about this opportunity, please contact Stuart Satow.