



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

DEPUTY GENERAL COUNSEL (DEPUTY CHIEF LEGAL OFFICER)

Office: Office of General Counsel
Status: Exempt – Executive
Grade: 58E

ORGANIZATIONAL RELATIONSHIPS

Reports to: General Counsel/Chief Legal Officer
Supervises: Staff as assigned

DEFINITION

The Deputy General Counsel (DGC) serves under the general oversight of the General Counsel (GC) and acts in the GC's absence with the authority of the GC in fulfilling the responsibilities of the Office of General Counsel (OGC) for the State Bar. The DGC serves in this position consistent with the attorney-client relationship. Under the general oversight of the GC, the DGC is responsible for overseeing, planning, organizing and directing the legal staff and legal work of the State Bar and providing legal advice, counsel and representation to the client representatives of the State Bar as necessary to fulfill their duties and responsibilities to the State Bar. The DGC oversees the internal operations of OGC including the representation of the institutional interests of the State Bar consistent with Rule of Professional Conduct 3-600. The DGC is a member of the State Bar's Senior Management Team and is responsible for overseeing the budget and personnel of OGC, subject to the Executive Director/CEO's overall responsibility to administer the budget, personnel, facilities and related support activities in accordance with the policy parameters established by the Board of Trustees. The DGC may also oversee other programs as assigned separate from the administration of OGC.

MAJOR DUTIES & RESPONSIBILITIES

1. The DGC serves under the general oversight of the GC and acts in the GC's absence with the authority of the GC.. The DGC may similarly also oversee other programs as assigned separate from OGC.
2. The DGC serves as a member of the State Bar's Senior Management Team and establishes and maintains effective working relationships with colleagues within the State Bar and professional relationships with external constituencies.
3. The DGC oversees all matters pertaining to the legal representation of the State Bar as an entity in matters involving state and federal law, subject to the general oversight of the GC. The DGC also oversees the representation of the State Bar before the California Supreme Court in State Bar disciplinary matters appealed to the Supreme Court, subject to the general oversight of the GC.

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4. The DGC oversees the supervision, review, hire and termination of assigned staff consistent with over all State Bar policy, subject to the general oversight of the GC.
5. The DGC oversees the development and implementation of policies, procedures, strategic plans, systems and related initiatives consistent with the attorney-client relationship and operational standards of the State Bar, subject to the general oversight of the GC.
6. The DGC oversees the formulation and implementation of short-term and long-term goals and plans to improve the efficiency and efficacy of the legal representation the State Bar receives, subject to the general oversight of the GC..
7. The DGC may act for the GC to serve as the State Bar's chief spokesperson on matters pertaining to legal representation in coordination with the Executive Director/CEO and Executive Management Team on matters pertaining to the State Bar's institutional legal representation and the administration of OGC, subject to the general oversight of the GC.
8. The DGC oversees and initiates as appropriate, inter-office projects, programs and activities, , subject to the general oversight of the GC.
9. The DGC provides legal advice and representation to the Board of Trustees on issues related to the State Bar, subject to the general oversight of the GC.
10. The DGC timely responds to inquiries from the public, Board Members, the Judiciary, the Legislature, the Governor's Office, and other constituencies regarding the legal positions of the State Bar, consistent with the limitations of the attorney-client relationship and in coordination with the Executive Director/CEO, subject to the general oversight of the GC.
11. The DGC oversees the preparation and administration of the budget and oversees the management of the resources and personnel of OGC within institutional parameters, subject to the general oversight of the GC, Executive Director/CEO.
12. The DGC promotes the integrity, objectivity, and efficacy of the Office of General Counsel in serving the legal needs of the State Bar.
13. The DGC oversees the counsel retained by the State Bar to provide legal representation, subject to the general oversight of the GC.
14. The DGC maintains appropriate confidentiality in connection with the legal work of OGC and oversees contractors, consultants, experts and others in addressing the legal needs of the State Bar, subject to the general oversight of the GC.
15. The DGC assumes other duties and responsibilities as assigned.

KNOWLEDGE & SKILLS

1. Advanced principles of legal practice in an administrative, institutional, judicial or related environment.
2. Advanced principles of strategic planning, operations, policy development and implementation.
3. Advanced principles of office management, budgeting, administration and supervision.
4. Advanced principles of problem identification, analysis and resolution.
5. Principles of computerized data and word processing systems including Internet and website usage.
6. Principles of centralized information and data-based record keeping systems.
7. Advanced principles of senior institutional management.
8. Advanced principles of effective writing and verbal presentations including public speaking.
9. Advanced principles of media communication.
10. Advanced principles of public relations/customer service.

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11. Advanced principles of board and committee administration.
12. Advanced principles of organizational behavior and conflict resolution.
13. Advanced principles of legal, legislative and public policy research and analysis.
14. Advanced principles of effective institutional communication in dealing with differing constituencies.
15. Advanced principles of effective personnel management in a union environment.
16. Advanced principles of the administration of justice in California.
17. Principles of the legislative process and governmental relations.
18. Advanced principles relating to public entity representation under state and federal law.
19. Advanced principles governing the professional conduct of attorneys in California.
20. Accomplished keyboard skills.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Communicate clearly and effectively in person, by telephone, by computer and in writing.
3. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
4. Travel by air and automobile.
5. Make fine visual distinction upon analyzing written documents and viewing information on a computer screen.
6. Review and analyze complex written documents.
7. Obtain and present material in oral and/or written form.
8. Speak publicly to large groups of people.
9. Perform under stress and adopt effective courses of action.
10. Effectively interact with others in an interactive office.
11. Effectively address conflict.
12. Retrieve, lift and carry files and documents weighing up to ten (10) pounds with reasonable accommodation.

MINIMUM QUALIFICATIONS

1. Active membership in good standing in the State Bar of California.
2. A demonstrated verifiable reputation for integrity and no history of disciplinary offences as an attorney or in any other capacity.
3. A minimum of ten (10) years progressively responsible active experience in the practice of law, including experience in public entity or institutional representation.
4. A minimum of five (5) years senior management/supervisory experience in administering personnel and budget requirements.
5. A Master's Degree in a relevant field may substitute for up to two (2) years of experience.

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