

Deputy City Attorney





CITY OF BERKELEY

Deputy City Attorney

The City of Berkeley is currently seeking well-qualified candidates with a strong commitment to public service to join our legal team as a Deputy City Attorney II or Deputy City Attorney III.



OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, the University of California at Berkeley and a multitude of other nonprofit and educational institutions add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation.

CITY GOVERNANCE

Berkeley is a charter city governed by a Mayor, elected at-large for a four-year term and eight Councilmembers, elected by district to four-year terms. The Mayor serves at Council meetings as Council Chair and votes as an individual ninth member. The City Council appoints the City Manager to oversee the administration of City operations.

In addition, the City is advised by nearly 40 commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

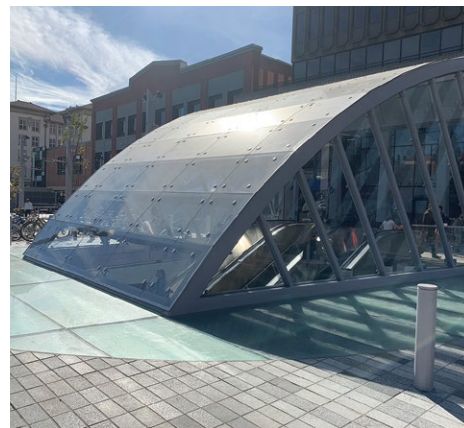
THE DEPARTMENT

The City Attorney's Office provides legal support to City government. Our client is the City of Berkeley, speaking through the City Council. Our mission is to ensure that the City conducts its affairs in a manner that complies with law, and to minimize its liability. The City Attorney determines the merits of claims and defends against suits filed, while also filing suits on behalf of the City. The City Attorney's office advises the City Council and City departments and represents the City in lawsuits where the City is a party.

THE POSITIONS

The Berkeley City Attorney's Office is a fast-paced and exciting environment where Deputy City Attorneys provide comprehensive legal services to the City and often deal with novel legal issues. Dedication to public service, a strong work ethic, exceptional analytical skills, creativity, flexibility, judgment, and a sense of humor are essential. The City is currently seeking candidates for two Deputy City Attorney positions and the following qualifications are highly desired:

- Litigation experience in state and federal court, including writs.
- Experience managing and litigating cases at all stages of litigation, including pleadings, motion practice, discovery, and trial.
- Experience in labor and employment law, including advising clients regarding labor and employment issues and litigation, ADA, code enforcement, civil rights litigation, land use, and other areas of municipal government.



- Transactional experience in negotiating contracts, leases, development agreements, and affordable housing agreements.
- Experience in civil rights litigation is highly desired.
- Experience or interest in health care law is highly desired.

Typical duties of a Deputy City Attorney include but are not limited to the following:

- Confers and advises certain City departments concerning their respective duties, powers, functions and obligations.
- Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents.
- Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work.
- Represents the City in administrative hearings before City boards and commissions, and state and federal agencies.
- Assists other attorneys in all phases of legal work on more complex litigation; attends meetings of the City Council, boards, and commissions as requested by the City Attorney.

THE IDEAL CANDIDATE

The Deputy City Attorney must possess solid analytical skills, be self-motivated and a progressive and dynamic team-player. Excellent written, verbal communication, listening and interpersonal skills are necessary to work with diverse populations. The successful candidates will have the ability to articulate and explain legal concepts to different levels of audiences as well as manage multiple projects. The ideal candidate will enjoy working in a collaborative environment and have the flexibility to adapt to changing priorities.

QUALIFICATIONS

- Graduation from an accredited law school with a Juris Doctorate degree.
- Deputy City Attorney II: Two years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.
- Deputy City Attorney III: Four years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

Other Requirements:

- Current active membership in the California State Bar Association
- Must be willing to attend evening meetings.

COMPENSATION

The annual salary range for the Deputy City Attorney II/III is **\$121,423.95 - \$184,996.03**. Attorneys applying for these positions may be hired at the Deputy City Attorney II or Deputy City III level, depending on skills, experience, and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

- Retirement Plan City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. S.R.I.P: The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.

- Deferred Compensation – Employees may contribute up to \$19,000 per year to the Deferred Compensation Plan.
- Health and Dental – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- Life Insurance – City-paid life insurance coverage for employees.
- Vacation – Two weeks of vacation earned annually, increasing to three weeks starting after year three.
- Administrative Leave – One week of management administrative leave annually.
- Holidays – Thirteen regular paid holidays plus three floating holidays annually.
- Sick Leave – Employees earn twelve days of sick leave annually.
- Y.M.C.A. – City-paid discount on Y.M.C.A. membership.
- Transit Subsidy – Subsidy for public transportation on BART and AC Transit.

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date is February 7, 2020. To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will **not** be contacted in the early stages of the recruitment).

Forward to: <https://executivesearch.cpsshr.us/JobDetail?ID=609>



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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position please contact Frank Rojas.

