

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



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### STAFF COUNSEL IV

### DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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

<b>POSITIONS EXIST</b>	<b>Sacramento, Monterey Park, Oakland</b>
<b>WHO SHOULD APPLY</b>	<b>Competition limited to State Employees only.</b> Applicants must have a permanent civil service appointment with the Department listed above as of the final file date, in order to take this examination. <b>(See General Information for exceptions to this requirement.)</b>
<b>HOW TO APPLY</b>	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please include the examination title on the application. Applications without this information will not be processed. <b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b>
<b>APPLICATION DEADLINE</b>	<b>FINAL FILE DATE: July 22, 2008</b> Applications (STD 678) must be <b>P O S T M A R K E D</b> no later than the final file date. <b>Applications postmarked, personally delivered or received via interoffice mail after the final file date will <u>not</u> be accepted for any reason.</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
<b>SUPPLEMENTAL APPLICATION</b>	The entire examination will consist of a Supplemental Application. The Supplemental Application will be sent to each competitor upon review and acceptance of the state application (STD Form 768). It is anticipated that the Supplemental Application will be mailed out by August 18th.
<b>SALARY RANGE</b>	<b>\$8486 - \$10477 per month</b>
<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N

**STAFF COUNSEL IV**  
**OA80 - 5780**

**FINAL FILE DATE: JULY 22, 2008**  
**EXAM CODE: 8BP06**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final file date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM  
QUALIFICATIONS**

All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

Ten years of experience performing legal duties, four years of which must have been at a level of responsibility equivalent to Staff Counsel III (Specialist) or Staff Counsel III (Supervisor). The four years of experience at the Staff Counsel III level must be obtained in California state civil service. (Applicants who have completed three years and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted into the examination but must complete four years of such experience before they will be eligible for appointment.)

Experience "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

**POSITION  
DESCRIPTION**

The Staff Counsel IV performs the most sensitive and complex legal work within state government typically characterized by assignments involving cases of the highest degree of difficulty.

**EXAMINATION  
INFORMATION**

The examination will consist of a Supplemental Application process. All candidates are required to complete a Supplemental Application which will be mailed to each candidate upon review and approval of his/her state application (STD Form 678). Candidates who do not return a completed Supplemental Application to the Examination Unit by the specified date in the Supplemental Application will be disqualified from the examination. The information on the Supplemental Application will be used to assess on a competitive basis, each candidate's relevant background and experience.

The Supplemental Application will be evaluated competitively by a rating committee using preestablished rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**SCOPE****SUPPLEMENTAL APPLICATION EXAMINATION- WEIGHTED 100%****A. Knowledge of:**

1. Broad and extensive knowledge of legal principles and their application to ensure that advice and recommendations, presentations, and negotiations are consistent with rules, laws, and regulations and to ensure that legal risk is properly evaluated.
2. Broad and extensive knowledge of legal research methods in order to confirm the applicability of legal principles to a particular case or issue.
3. Comprehensive knowledge of litigation (administrative or court) or legislative procedures to ensure that work performed by counsel is timely and appropriate.
4. Comprehensive knowledge of administrative law and/or regulations and the conduct of litigation or regulatory proceedings within an assigned area to ensure accurate advice and recommendations, effective presentations representation of the Department and the reduction of legal risk.
5. Comprehensive knowledge of statutory or regulatory law that implements program objectives within an assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of legal risk.
6. Comprehensive knowledge of statutory and case law and authorities to ensure efficient delivery of legal advice and effective presentation of legal analysis.
7. Broad and extensive knowledge of provisions of statutory and regulatory laws administered or enforced within an assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of legal risk.

**EXAMINATION  
INFORMATION  
(CONTINUED)****B. Ability to:**

1. Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems or cases to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of legal risk.
2. Perform the most difficult and complex legal research to ensure accurate advice and recommendations, effective presentation and/or representation of the Department and the reduction of legal risk.
3. Prepare and present statements of fact, law, and argument clearly and logically in written and oral form to ensure accurate advice and recommendations, effective presentations of the Department and the reduction of legal risk.
4. Draft the most complex and difficult opinions, pleadings, rulings, regulations, and/or legislation to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of legal risk.
5. Negotiate effectively and conduct or direct the most complicated and sensitive litigation or prelitigation efforts (administrative or court) to ensure that the Department's interests are protected to the fullest extent possible and that legal risks are reduced.
6. Establish relationships, work cooperatively with a variety of individuals and organizations, including clients and co-workers, and maintain the confidence and respect of others to effectively represent the Department's position and/or to bring clients to consensus.
7. Appropriately share information both within and outside the organization to ensure that all interested or affected individuals or entities are effectively and timely informed.
8. Work effectively under pressure in order to meet the Department's needs for legal advice in a timely manner.

**VETERANS  
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

**If you meet the requirements** stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

(CONTINUED ON NEXT PAGE)

## GENERAL INFORMATION (CONTINUED)

**The California Department of Social Services and the State Personnel Board** reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (**i.e., former Department employees or current employees on TAU, T&D, and LT status**) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**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.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the 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.

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## CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.