



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

ASSISTANT CHIEF COUNSEL

QUALIFICATIONS ASSESSMENT

The purpose of the Qualifications Assessment examination will provide you an opportunity to demonstrate significant aspects of your qualifications for ASSISTANT CHIEF COUNSEL with the California Department of Social Services (CDSS).

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination and an employment list will be established for those candidates who attain a passing score. The employment list has a list life of 12 months.

A "Conditions of Employment" form is included in this Qualifications Assessment that will allow you to select a location where you wish to work.

The Qualifications Assessment will account for 100% of the weight of your examination. Therefore, please be sure to follow the instructions carefully as missing or incomplete information will not be scored. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

Please submit a standard State Application (STD.678) along with this Qualifications Assessment. State Application can be obtained at the following site: <http://jobs.ca.gov/pdf/std678.pdf>

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

AFFIRMATION FOR COMPETITOR

I hereby certify and understand that the information provided by me on this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

I have read and understand the information given above.

Candidate's Signature _____

Date _____

Print Name: _____

SECTION I

**ASSISTANT CHIEF COUNSEL
KNOWLEDGE AND ABILITY ASSESSMENT**

INSTRUCTIONS: For items #1 - #22, please use the rating scale provided below by indicating your level of knowledge and or ability for each statement by placing an "X" in the corresponding column.		Level of Knowledge and/or Ability			
Definition of Levels: <u>Extensive Knowledge/Ability:</u> I possess an advanced knowledge and or ability level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action. <u>Moderate Knowledge/Ability:</u> I possess a sufficient knowledge and or ability level that would allow me to perform this action successfully. <u>Limited Knowledge/Ability:</u> I have some knowledge and or ability of how to perform this action, but may require additional instruction to apply my knowledge effectively. <u>Minimal Knowledge/Ability:</u> I have little or no knowledge and or ability of how to perform this action or what it may entail.		<u>Extensive</u> Knowledge or Ability	<u>Moderate</u> Knowledge or Ability	<u>Limited</u> Knowledge or Ability	<u>Minimal</u> Knowledge or Ability
SAMPLE: This is how to mark per row.				X	
1	Knowledge of legal principles and precedents and their application to the most difficult, complex, and novel legal problems.				
2	Knowledge of language structure and content including the meaning and spelling of words, rules of composition, and grammar to ensure written materials prepared and reviewed are complete, error free, and clearly conveys information.				
3	Knowledge of legal terminology to understand and advise regarding legal issues, and to litigate legal cases, of varying complexity and difficulty.				
4	Knowledge of court procedures and administrative litigation to evaluate case progress and to assign, review and evaluate the work of subordinate attorneys.				
5	Knowledge of administrative law and the requirements for the adoption of regulations in California.				
6	Knowledge of the provisions of the Welfare & Institutions code, Health and Safety Code, Government Code, Evidence code, and other State and Federal statutes as applicable to research difficult and complex legal issues, to evaluate the work of subordinate attorneys and to provide legal advice.				

SECTION I
KNOWLEDGE AND ABILITY ASSESSMENT (Continued)

INSTRUCTIONS: For items #1 - #22, please use the rating scale provided below by indicating your level of knowledge and or ability for each statement by placing an "X" in the corresponding column.		Level of Knowledge and/or Ability			
		<u>Extensive</u> Knowledge or Ability	<u>Moderate</u> Knowledge or Ability	<u>Limited</u> Knowledge or Ability	<u>Minimal</u> Knowledge or Ability
Definition of Levels: <u>Extensive Knowledge/Ability:</u> I possess an advanced knowledge and or ability level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action. <u>Moderate Knowledge/Ability:</u> I possess a sufficient knowledge and or ability level that would allow me to perform this action successfully. <u>Limited Knowledge/Ability:</u> I have some knowledge and or ability of how to perform this action, but may require additional instruction to apply my knowledge effectively. <u>Minimal Knowledge/Ability:</u> I have little or no knowledge and or ability of how to perform this action or what it may entail.					
7	Knowledge of the Department's Equal Employment Opportunity (EEO) program objectives to ensure compliance with laws, regulations, and policies in the workplace.				
8	Knowledge of the rules of evidence and procedures to prepare for and participate in legal proceedings when applicable or in collaboration with the Office of the Attorney General.				
9	Ability to analyze legal principles and precedents and apply them to complex legal administrative problems to produce accurate results and provide guidance and advice.				
10	Ability to verbally present legal statements of complex fact, law, and argument in a clear and logical manner to effectively and accurately convey information and to persuade the listener.				
11	Ability to review in a timely manner a large volume of incoming and outgoing legal correspondence or legal work, with a broad range of complexity, in a variety of subject areas to determine further action needed and/or assign or approve.				
12	Ability to work effectively under pressure and unfavorable conditions to ensure the timely delivery of high quality work.				
13	Ability to analyze situations accurately to adopt an effective course of action.				
14	Ability to identify client objectives in the context of applicable substantive law to adopt an effective legal strategy.				
15	Ability to recognize factual situations implicated by the Bagley-Keene Open Meeting Act, the California Administrative Procedure Act, and the Public Records Act to ensure work performed is in compliance with these laws.				

SECTION I
KNOWLEDGE AND ABILITY ASSESSMENT (Continued)

INSTRUCTIONS: For items #1 - #22, please use the rating scale provided below by indicating your level of knowledge and or ability for each statement by placing an "X" in the corresponding column.		Level of Knowledge and/or Ability			
Definition of Levels: <u>Extensive Knowledge/Ability:</u> I possess an advanced knowledge and or ability level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action. <u>Moderate Knowledge/Ability:</u> I possess a sufficient knowledge and or ability level that would allow me to perform this action successfully. <u>Limited Knowledge/Ability:</u> I have some knowledge and or ability of how to perform this action, but may require additional instruction to apply my knowledge effectively. <u>Minimal Knowledge/Ability:</u> I have little or no knowledge and or ability of how to perform this action or what it may entail.		<u>Extensive</u> Knowledge or Ability	<u>Moderate</u> Knowledge or Ability	<u>Limited</u> Knowledge or Ability	<u>Minimal</u> Knowledge or Ability
16	Ability to communicate effectively and professionally with directorate, executive management, and program staff to identify needs, alert them to potential problems with requested work, resolve problems, and develop solutions.				
17	Ability to work independently to complete work projects and assignments.				
18	Ability to plan, organize, and direct the work of a staff of attorneys, paralegals, and analysts to ensure work is completed.				
19	Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments and assumptions.				
20	Ability to express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, correspondence).				
21	Ability to identify and prioritize critical issues to allocate resources to resolve the question or matter.				
22	Ability to exercise a high degree of initiative and independent judgment.				

SECTION II
ASSISTANT CHIEF COUNSEL
EXPERIENCE ASSESSMENT

INSTRUCTIONS: For items #23 - #37, please use the rating scale provided below by indicating your level of experience for each statement by placing an "X" in the corresponding column.		Level of Experience			
Definition of Levels: <u>Extensive Experience:</u> I have more than 4 years of experience performing this task. <u>Moderate Experience:</u> I have 2 – 4 years performing this task. <u>Limited Experience:</u> I have 1 – 2 years performing this task. <u>Minimal Experience:</u> I have less than 1 year performing this task.		Extensive Experience	Moderate Experience	Limited Experience	Minimal Experience
23	Prepare periodic summaries and status reports of pending litigation to inform the directorate, agency, and other entities.				
24	Advise the directorate and other management and staff on recommended changes in department strategy, policy and priorities.				
25	Assist attorneys, program staff, and the directorate with assessing litigation options, for pending and anticipated litigation to achieve the department's goals and objectives.				
26	Mentor staff to provide guidance and promote career development.				
27	Coordinate with the Attorney General's office on litigation involving the department.				
28	Present legal or policy questions in a clear and comprehensible format, verbally and written, to ensure a complete and thorough understanding on the topic for analysis and action.				
29	Develop and present information to audiences with varying levels of understanding.				
30	Develop strategies based on a review of pleadings, evidence, public policy, and the law, to resolve pre-litigation and litigation disputes/matters in a manner most favorable to the client and/or agency.				
31	Review evidence or facts to identify those necessary to support or disprove a legal theory or claim.				

**SECTION II
EXPERIENCE ASSESSMENT (Continued)**

INSTRUCTIONS: For items #23 - #37, please use the rating scale provided below by indicating your level of experience for each statement by placing an "X" in the corresponding column.		Level of Experience			
		Extensive Experience	Moderate Experience	Limited Experience	Minimal Experience
Definition of Levels: <u>Extensive Experience:</u> I have more than 4 years of experience performing this task. <u>Moderate Experience:</u> I have 2 – 4 years performing this task. <u>Limited Experience:</u> I have 1 – 2 years performing this task. <u>Minimal Experience:</u> I have less than 1 year performing this task.					
32	Prepare written legal memorandum as necessary to support department programs and policies and ensure compliance with applicable law.				
33	Prepare, review and/or edit legal pleadings, including briefs and settlement agreements.				
34	Prepare, review, and/or edit other department correspondence and memoranda, including contracts, bulletins, and press releases, as requested.				
35	Respond to Public Record Act requests, including coordinating and reviewing the work of others within the department as needed.				
36	Review incoming correspondence, evaluate, respond or assign as appropriate.				
37	Review court decisions, proposed administrative decisions, stipulations and settlement agreements to advise the directorate, program staff, and others, and offer legal recommendations.				

NOTE: There is no need to submit resumes, letters of recommendations or any other materials as they will not be assessed as responses to the Qualifications Assessment.

CONDITIONS OF EMPLOYMENT

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the locations(s) you specify on this form.

The following list of counties/cities identifies the locations where this position is currently used. **Please check the locations in which you are willing to work.**

ANYWHERE IN THE STATE – If checked, no further selection is necessary.

SACRAMENTO

LOS ANGELES

OAKLAND

MAILING INSTRUCTIONS:

Mail your completed Qualifications Assessment along with a standard State Application Form, STD.678 to the address listed below. The State Application is available at the California Department of Human Resources website: <http://jobs.ca.gov/pdf/std678.pdf>

MAIL COMPLETED STD. 678 AND QUALIFICATIONS ASSESSMENT TO:

California Department of Social Services
P.O. Box 944243 MS 8-15-58
Sacramento, CA 94244-2430