



**CITY OF OAKLAND
EMPLOYMENT OPPORTUNITY**

**DEPUTY CITY ATTORNEY II OR III
LABOR & EMPLOYMENT**

Salary Range: Deputy City Attorney II: \$125,136.24 to 153,656.04 annually
Deputy City Attorney III: \$137,968.08 to \$169,405.20 annually

Benefits: Health, dental, vision, retirement and other competitive benefits

Recruitment Begins: September 4, 2020

Deadline to Apply: Open until filled

THE POSITION

The Oakland City Attorney's Office seeks a well-qualified individual with expertise in labor & employment law. The incumbent will work on a wide range of personnel matters across a variety of City's departments, including an ongoing opportunity to work on matters directly impacting police accountability and public-safety reform. Duties include: working collaboratively with other attorneys, City staff, and City leadership to analyze labor and employment issues and resolve disputes; advising City investigators and Department heads on employee-misconduct, due process, and related grievances, including advising on police-officer investigations and discipline; representing the City in administrative hearings to resolve labor and/or employment disputes; drafting and reviewing opinions, legislation, contracts and other legal documents which require the application of labor law and/or employment law.

Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in litigation, advice or transactional work.

Office Description

The City Attorney's Office provides advice and counsel to the Mayor, City Council, and all City departments, boards and commissions in a wide variety of areas including land use, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing, public contracting and economic development. The City Attorney's Office also advocates for the City's interests in claims and lawsuits litigated in state or federal court, including high-value personal injury cases, complex civil rights actions, breach of contract, personnel disputes, eminent domain actions, inverse condemnation and alleged Constitutional violations.

The Office has approximately 80 employees and has four legal divisions: Advisory Division; Affirmative Litigation, Innovation & Enforcement Division; General & Complex Litigation Division (Defense); and Labor & Employment Division. The work is high profile, dynamic, collaborative, and complex. And the work is of vital importance to the City's realization of its progressive and cutting-edge policies and programs, and to the City's delivery of services to Oakland's residents and businesses.

Job Description

Duties may include but are not limited to:

- Performing legal research, interpret and apply laws and court decisions; preparing opinions for departments, programs, boards, commissions and officials.
- Preparing, reviewing and revising legal opinions, ordinances, resolutions, employment contracts, MOU's, settlements and other legal documents; revising such documents as necessary to meet legal standards.
- Advising on investigations of labor and employment claims and complaints by or against the City and recommending actions to be taken.
- Advising assigned clients, including the City Administrator, Employee Relations Director, Human Resources Director, and Chief of Police, on employment matters to help them comply with laws and policies and to help them identify various risks and manage them accordingly.
- Preparing cases for hearings, administrative proceedings, and related writs, including labor arbitration hearings, Civil Service Board hearings, and hearings before the Public Employee Relations Board.
- Advising the City Administrator, Employee Relations Director and other designated labor negotiators in preparation for and during labor-contract bargaining and other labor negotiations.
- Developing training materials and providing training to staff on relevant legal issues.

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- For DCA II position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney I position in the City of Oakland.
- For DCA III position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney II position in the City of Oakland.
- The ideal candidate will have expert knowledge of and experience in: providing analysis and training on state and federal laws related to equal-opportunity employment, workplace safety and minimum wage; workplace investigations; collective bargaining and labor-dispute resolution; and civil-service procedures and employee due-process.
- Candidates must have excellent writing and oral presentation skills.

Education:

- Law school graduate.

License or Certificate:

- A member in good standing of the California State Bar.
- Selected individuals will be required to maintain a valid California Driver's License during City employment or demonstrate the ability to travel to required locations in a timely manner. Due to assignments and hours of work, public transportation may not be an efficient method for traveling to required locations.

Additional Desirable Skills:

- Working knowledge of municipal, state and federal laws affecting City governance, particularly laws related to open meetings and public records.
- Language skills, especially in Spanish, Cantonese and/or Mandarin.

Ability to:

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems and prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Present cases in court or administrative proceedings.
- Handle stressful and sensitive situations with tact and diplomacy.
- Provide professional leadership, guidance and technical expertise to assigned staff.
- Work independently or as part of a team.
- Form or work with a multidisciplinary team.
- Manage multiple demanding programs, cases and projects with competing deadlines.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public, and in litigation.
- Complete varied assignments within a narrow time frame.
- Establish and maintain effective working relationships with clients and other contacts in the course of work.
- Inspire confidence and respect for legal advice.
- Skillfully and professionally present legal advice to clients, including the elected and high-level appointed officials.

HOW TO APPLY

Submit a City of Oakland employment application, current resume and the attached supplemental questionnaire via email to:

City of Oakland, Office of the City Attorney

One Frank H. Ogawa Plaza – 6th Floor

Oakland, CA 94612

Attention: Jamie Smith, Executive Assistant to the City Attorney

jsmith@oaklandcityattorney.org

This job announcement and additional employment information including the City of Oakland employment application form is available on line at: www.oaklandcityattorney.org

The City of Oakland is an Equal Opportunity / ADA employer

SUPPLEMENTAL QUESTIONNAIRE

**CITY OF OAKLAND
OFFICE OF CITY ATTORNEY**

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The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions along with your completed application will be used to select the most suitably qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered.

Respond to each question fully, describing your specific experience and accomplishments, but limit them to one 8 ½" x 11" sheet of paper (single or double spaced) per question. Responses must be legible and typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, please specify the organization or jurisdiction for which you worked.

1. Describe your most complex litigation or arbitration experience in the area of labor & employment, including any trial / hearing preparation and experience, and the outcome of the case(s).
2. Describe your most complex project or advisory matter in the area of labor and employment, including any cutting-edge legal issues and the resolution.
3. Fully describe your professional history in public labor & employment law.
4. Please describe your interest in this area of law and in this particular position.
5. Attach at least two writing samples that you prepared.

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge.

Signature

Date