



OFFICE OF LEGISLATIVE COUNSEL
DEPUTY LEGISLATIVE COUNSEL IV
PROMOTIONAL EXAMINATION

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability, (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, material status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free 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.

WHO SHOULD APPLY: This is a promotional examination for the Office of Legislative Counsel. In order to take this examination, applicants must have a permanent civil service appointment with the Office of Legislative Counsel as of the final filing date or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

HOW TO APPLY: Submit a State Application (STD. 678) in person or mail to:

OFFICE OF LEGISLATIVE COUNSEL
HUMAN RESOURCES OFFICE
925 L STREET, SUITE 900
SACRAMENTO, CA 95814

State Application Forms (STD. 678) are available on the Internet at <http://jobs.ca.gov>

FINAL FILING DATE: September 20, 2016

Applications must be POSTMARKED no later than the final filing date. Applications personally delivered or received in the Human Resources Office via intra-office mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in #2 of the "Application for Examination." You will be contacted to make specific arrangements.

QUALIFICATIONS APPRAISAL INTERVIEW: It is anticipated that the interviews will be held during **October 2016**.

SALARY RANGE: \$8,879 – \$11,290

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the Office of Legislative Counsel. The eligible 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS: Membership in the California State Bar. (Applicants must have active membership in the California State Bar before they will be eligible for appointment.) and

Ten years of experience performing legal duties*, four years of which must have been at a level of responsibility equivalent to a Deputy Legislative Counsel III. (The four years of experience at the Deputy Legislative Counsel III level must be obtained in the California state civil service.) (Applicants who have completed nine years and six months of the required total legal experience, including three years and six months of the required experience comparable to the Deputy Legislative Counsel III class, will be admitted into the examination but must complete 10 years total legal experience including at least four years of experience at the Deputy Legislative Counsel III level before they will be eligible for appointment.)

* Experience in the practice of law or performing legal duties is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the practice of law or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

THE POSITION: Incumbents in this class are the most experienced attorneys who are experts in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the most complex and sensitive legal work of the Legislative Counsel Bureau and to consistently produce favorable results on these projects. A Deputy Legislative Counsel IV studies, interprets, and applies laws, court decisions, and other legal authorities in the preparation of the most difficult legislation; reviews and approves drafts of proposed legislation, opinions, and letters written by other deputies; assigns work and special projects to other deputies; confers with persons, legislative committees, and other groups interested in drafting the most complex legislative measures and assists them in preparing the most difficult legislation; prepares or reviews the most difficult and complex opinions for Members of the Legislature and state officers regarding the legal effect and constitutionality of proposed legislative measures and provisions of existing laws; drafts, reviews, compiles, codifies, annotates, and indexes the most complex legislative measures; and advises regarding legislative rules and procedure during sessions of the Legislature.

EXAMINATION INFORMATION: WRITTEN TEST—WEIGHTED 50% AND QUALIFICATIONS APPRAISAL INTERVIEW—WEIGHTED 50%

This examination will consist of a written test weighted 50% and a qualifications appraisal panel interview weighted 50%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION AND THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.

Scope:

A. Knowledge of:

1. The purposes, organization, functions, and procedures of the Office of Legislative Counsel.
2. The organization, functions, operation, and rules of the California Legislature.
3. The organization, functions, and operation of executive and judicial branches of government.
4. Constitutional provisions and federal, state, and local laws, regulations, and executive orders.
5. The principles and practices for properly conducting legal research.
6. Legal principles and precedents and their application to the most difficult, complex, and novel legal problems.
7. Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
8. Legal terminology.
9. Training and mentoring methods and techniques to help other deputies gain skills and knowledge to complete work assignments.
10. The approval process.

B. Ability to:

1. Conduct the most complex and difficult legal research to ensure accurate advice and recommendations.
2. Prepare and present statements of complex fact, law, and argument in a clear and logical manner in written and oral form to ensure accurate advice and recommendations.
3. Perform the most difficult statutory drafting and codification work.
4. Review a large volume of legal correspondence.
5. Work effectively under high pressure and unfavorable conditions to ensure the timely delivery of high quality work.
6. Analyze situations accurately and adopt an effective course of action.
7. Use correct English grammar, punctuation, and spelling.
8. Identify client objectives in the context of applicable substantive law.
9. Understand the interrelationships of statutory schemes, constitutional provisions, and case law specific to the subject.
10. Recognize and address applicable issues arising from federal, state, and local laws.
11. Recognize and address applicable procedural issues arising from state law and legislative rules.
12. Provide training and mentoring methods and techniques to help other deputies gain skills and knowledge to complete work assignments.
13. Assign and review other deputies' work.
14. Communicate effectively and professionally with clients to identify needs, alert clients to potential problems with requested work, resolve problems, and develop solutions.
15. Maintain a professional and courteous demeanor when dealing with clients under all circumstances.
16. Perform leadership role when necessary.
17. Use appropriate technology, including online legal resources and drafting tools.

Veterans' preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, 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 Office of Legislative Counsel Human Resources Office, (916) 341-8330, 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 local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at: <http://jobs.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin 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.

The Office of Legislative Counsel reserves 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 law 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. 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 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 the California Department of Human Resources.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on 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 experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay Service TDD: 1-800-735-2929 Voice: 1-800-735-2922