



**OFFICE OF LEGISLATIVE COUNSEL**  
**PRINCIPAL DEPUTY LEGISLATIVE COUNSEL I**  
**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, marital 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 9, 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 **September 2016**.

**SALARY RANGE: \$9,322 – \$11,854**

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

Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law\*, two years of which must have been at a level of responsibility equivalent to a Deputy Legislative Counsel III. The two years of experience equivalent to the Deputy Legislative Counsel III level must be obtained in the California State Service. (Applicants who are within six months of meeting the minimum qualifications will be admitted into the examination, but will not be eligible for appointment until they meet minimum qualification.)

\* Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

**THE POSITION:** A Principal Deputy Legislative Counsel I, under general direction, assists a Principal Deputy Legislative Counsel II in planning, organizing, directing, and coordinating the work of a legal staff; acts for the Principal Deputy Legislative Counsel II in his/her absence; confers with management on matters of policy and procedure and implements office policy and procedure; confers with persons, legislative committees, and groups interested in drafting legislative measures; prepares the most difficult and complex elements of proposed legislation; gives advice concerning legislative rules and procedures; reviews and approves drafts of proposed legislation, opinions, and letters written by attorneys; reviews and may prepare opinions for Members of the Legislature and state officers regarding the legal effect and constitutionality of proposed and enacted legislative measures; guides, directs, and develops the skills of subordinate attorneys to ensure they

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

are able to satisfactorily perform legal services and meet client needs in accordance with office goals, values, and policies; trains and evaluates the performance of legal staff members and takes or recommends appropriate action; and other related duties.

**EXAMINATION INFORMATION: QUALIFICATIONS APPRAISAL INTERVIEW—WEIGHTED 100%**

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 the interview. **THE INTERVIEW IS MANDATORY. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.**

**Scope:**

**A. Knowledge of:**

1. The scope and character of California statutory law and state and federal constitutional law.
2. Rules, organization and operation of the California State Legislature.
3. Goals, values, policies, and organization of the Office of Legislative Counsel.
4. Practices of the Office of Legislative Counsel that govern drafting legislation, preparing opinions, and performing other legal services.
5. Legal principles and precedents and their application to difficult, complex, and novel legal problems.
6. Techniques of effective supervision.

**B. Ability to:**

1. Plan, organize, direct and review the activities of a legal staff.
2. Develop the skills and abilities of legal staff to ensure effective performance of their duties.
3. Perform and direct legal research.
4. Present statements of fact, law and argument clearly, logically and effectively in written and oral form.
5. Perform and direct difficult legislative drafting.
6. Appropriately implement office policies.
7. Work effectively to deliver legal service under legislative deadlines.
8. Analyze situations accurately and take effective action.

**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