

STATE AND CONSUMER SERVICES AGENCY  
**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**  
**JOB OPPORTUNITY BULLETIN**

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

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. 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 PLACE IN PUBLIC SERVANTS.

**UNIT:** Legal Division – Oakland

**CLASSIFICATION:** Fair Employment and Housing Counsel

**SALARY:** \$4674 - \$7828

**FINAL FILING DATE:** December 23, 2010

**JOB OFFER CONTINGENT UPON LIFTING OF CURRENT HIRING FREEZE OR UPON APPROVAL OF ANY APPLICABLE EXEMPTIONS.**

**DUTIES:**

Under the direct supervision of the Chief Counsel II, the incumbent will perform Civil and administrative litigation of discrimination cases alleging violations of the Fair Employment and Housing Act, Unruh Civil Rights Act, and Ralph Civil Rights Act. Preparation of formal discovery following administrative and civil procedure guidelines, i.e. interrogatories, motions, depositions, etc. Make determinations of cause in cases after eliciting information necessary to establish a violation of the FEHA and prepare accusations and/or civil complaints. Meet time frames as set forth by statutory requirement. Prepare for and attend motion hearings in civil and administrative forums. Conduct hearings, settlement conferences, and trials before the Fair Employment and Housing Commission and properly venued civil courts, including superior and appellate courts. Legal research and writing, as well as analysis of court and administrative decisions. Defend the Department and litigate cases in State Personnel Board hearings relating to personnel actions. Provide legal advice and opinions to the Director's Office and District Offices on specific legal issues. Professional interactions with public, opposing and co-counselors, and private and governmental agencies. Prepare for and present training on the law to the Legal and Enforcement Division staff, as well as prepare for and attend as a consultant and/or speaker at public forums. Respond to legal inquiries from the public. Limited supervision of law clerks. Administrative duties for record keeping of statistical information for the Legal Division and other duties as assigned.

**Knowledge and Abilities:**

Knowledge of legal principles and practice with particular reference to discrimination law, labor relations law, housing and public accommodation law, industrial relations law; legal research methods, court procedures, and rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law administered or enforced by and the purpose, organization, and procedures of the Department of Fair Employment and Housing and the Fair Employment and Housing Commission; and obligations of public officials and administrative boards and agencies.

Ability to analyze legal principles and precedents and to apply them to complex legal and administrative problems; perform and direct legal research; present statements of fact, law, and argument clearly and logically in written and oral form; interpret, analyze, and draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively; recognize the special legal problems of employee/employer relations and protective labor laws; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; and organize and direct the work of clerical staff, professional assistants, and lower level attorneys.

**DESIRABLE QUALIFICATIONS:**

Civil and administrative litigation experience, ability to work well under time constraints, good case management skills, integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and MS Word software programs. Some travel is required to conduct State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

**WHO SHOULD APPLY:**

- SROA/Surplus eligible will be considered prior to recruitment methods.
- Transfers or reinstatements may be considered.
- Consideration may be given to applicants who are on a DFEH employment list or on another department's employment list. Transfer of list eligibility must meet the criteria to transfer the eligibility from the other department's employment list to DFEH's employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be schedule.

**SEND COMPLETED STATE APPLICATION (STD 678) TO:**

Department of Fair Employment and Housing  
ATTN: Human Resources  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
(916) 585-7123 TTY (800) 700-2320

ISSUE DATE: 12/9/2010  
RPA #: 066  
Position: 326-420-6110-006