

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III

DATE: APRIL, 2004

PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)

COUNCIL APPROVAL: APRIL 2004

JOB CODE: 0080-0079  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEO  
FLSA STATUS: EXEMPT  
EEOC CODE: PROFESSIONAL

**DUTIESJOB SUMMARY**

~~Under general direction from an assigned Assistant City Attorney or the City Attorney, provides responsible and complex administrative support and in-house legal services to the City; assists the City Attorney in providing legal advice and representation to City government, its officials, and employees; represents the City in litigation both as a plaintiff and defendant in civil litigation; drafts various contracts, ordinances, and resolutions; may perform indirect supervisory duties of assigned administrative/clerical support staff; and, may provide training and guidance to less experienced attorneys as assigned. Under general direction from the City Attorney and Chief Assistant City Attorneys from the City Attorney, performs a wide range of professional legal duties ranging in difficulty from routine to intermediate and specialized complexity depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.~~

**SUPERVISION RECEIVED FROM:**

~~Reports to: City Attorney or Chief Assistant City Attorneys, as specified.~~

**DISTINGUISHING CHARACTERISTICS**

~~**Deputy City Attorney II**—The Deputy City Attorney II position is the second level in the Deputy City Attorney series. An incumbent is distinguished from the I level by the amount of experience attained in the performance of assigned duties and responsibilities. An incumbent receives occasional instruction or assistance and is fully knowledgeable of operating procedures and policies of the work unit. A Deputy City Attorney II is assigned general and specialized legal work on a variety of topics and functions as an experienced~~

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~~practitioner and may provide indirect supervision and direction to assigned administrative/clerical support staff.~~

~~Deputy City Attorney III — The Deputy City Attorney III position is the third level in the Deputy City Attorney series. An incumbent is distinguished from the II level by the amount of experience attained in the performance of assigned duties and responsibilities. In addition to receiving occasional instruction or assistance and being fully knowledgeable of operating procedures and policies of the work unit, an incumbent is assigned the most complex legal work on a variety of topics and functions as a highly experienced practitioner with indirect supervisory duties over assigned administrative/clerical support staff and may provide direction and assistance to less experienced attorneys at the I or II level. Deputy City Attorney II is the journey-level classification in the Deputy City Attorney series. Differs from Deputy City Attorney III in that Deputy City Attorney II performs the full range of legal work commensurate with experience requirements while the Deputy City Attorney III performs the most complex legal work and functions as a highly experienced practitioner and may provide direction and assistance to less experienced attorneys at the I or II level.~~

~~This position is designated as a flexibly staffed classification. In this regard, flexibility is provided for staffing and/or filling a vacancy by a competitive selection process or by reclassification based on an incumbent in the Deputy City Attorney II position having satisfactorily completed the competencies related to specific performance standards established by the department head and meeting the position qualifications for Deputy City Attorney III. A reclassification is not automatic. All reclassifications for a flexibly staffed position must obtain department head approval and is subject to approval by the Human Resources Manager.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- ~~• Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney;~~
- ~~• Performs a full range of legal research, writing, and other law-related transactional duties;~~
- ~~• researches, dDrafts, reviews, and negotiates leases, contracts, and agreements;~~
- ~~• reviews, approves, and drafts transactional related documents including deeds, bonds, and insurance certifications; Ddrafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;~~
- ~~• explains City policies and issues to employees, elected officials, and the general public; Pperforms legal research, analysis, interprets laws, rulings and regulations, and prepares provide legal opinions to departments, boards, commissions, agencies~~

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and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;

- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys;
- ~~attends meetings of public bodies and serves as legal advisor and provides legal advice during meetings of public bodies, including the City Council, Personnel Commission, and Planning Commission; represents management in hearings involving disciplining City employees; performs the full range of litigation work;~~ Handles all aspects of assigned cases or /claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys;
- May ~~participate in supervising other less experienced attorneys, office support staff, and interns as assigned such as,~~ providing work assignments and direction, reviewing and evaluating work product as directed by the City Attorney or the Chief Assistant City Attorneys; and participating in evaluating job performance;
- May participates in selecting outside counsel to represent the City; as assigned, may supervise outside counsel;
- Attends and participates in professional groups and committees;
- Responds to citizen inquiries regarding various all-types of legal issues including those concerning City business; a
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Commutes or travels to offsite locations for work within and outside the City;
- Performs other related duties assigned

~~—nd performs related duties and responsibilities as required.~~

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

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*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

Deputy City Attorney II

**Knowledge of:**

- ~~—Laws, duties, powers, and limitations of a city government; legal precedents and court decisions affecting local government; statutes and codes applicable to civil proceedings.~~
- ~~– egal principles, practices, and procedures of civil, criminal, constitutional, and administrative law~~
- ~~– Judicial procedures and rules of evidence~~
- ~~– Duties, powers, and limitations of a city government~~
- ~~– Methods and techniques of legal research, competent legal analysis, writing and grammar~~
- ~~– Pertinent Federal, State, and local laws, codes, and regulations~~

**Ability to:** ~~Learn principles and practices of basic supervision and training; independently perform the full range of general and specialized legal work on a variety of topics; properly interpret and make decisions in accordance with laws, regulations, and policies; present statements of law, fact, and argument clearly and logically; effectively apply legal knowledge and principles in court; and work effectively and cooperatively with those contacted in the performance of duties, including assigned office support staff.~~

- ~~– Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency~~
- ~~– Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing~~
- ~~– Perform a variety of legal work in assigned area of practice~~
- ~~– Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics~~
- ~~– Conduct high-level legal research, analysis, and writing~~
- ~~– Apply statutes and codes applicable to civil proceedings~~
- ~~– Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies~~
- ~~– Present statements of law, fact, and argument clearly and logically~~
- ~~– Effectively apply legal knowledge and principles in court~~
- ~~– Prepare clear and concise legal documents and briefs~~
- ~~– Conduct research on legal problems~~

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- Establish and maintain positive and effective working relationships in the course of work and across departments

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** ~~Equivalent to two~~ Three (3) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services. of experience comparable to that of a Deputy City Attorney I with the City of Huntington Beach.

**License/Certifications:** ~~Active membership in the State Bar of California. Due to the performance of field duties that may require the operation of a vehicle, possession of a valid California driver's license may be required. Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.~~

Current member in good standing with the California State Bar Association.

**Deputy City Attorney III**

**In addition to the qualifications for Deputy City Attorney II:**

**Knowledge of: Principles of municipal budget preparation and administration; and principles of basic supervision, training, and performance evaluation.**

**Ability to: Independently perform the most complex and specialized legal work on a variety of topics; prepare and present the most difficult cases in court; provide administrative and professional leadership and direction to assigned administrative/clerical support staff and prepare clear and concise administrative and financial reports.**

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** Equivalent to two years of experience comparable to that of a Deputy City Attorney II with the City of Huntington Beach.

**License/Certifications:** ~~Active membership in the State Bar of California. Due to the performance of field duties that may require operation of a vehicle, possession of a valid California driver's license may be required.~~

**SPECIAL CONDITIONS**

Employees are required to participate in the DMV Employer Pull Notice program.

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Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**FLEXIBLE STAFFING/RECLASSIFICATION**

At the discretion of the City Attorney, positions may be filled at the level of Deputy City Attorney I, Deputy City Attorney II or Deputy City Attorney III depending upon the level of skill and experience required of the department.

Deputy City Attorney II incumbents may be recommended for reclassification upon meeting the minimum qualifications of Deputy City Attorney III or Senior Deputy City Attorney, specifically:

Five (5) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services. (Note: In addition, practicing trial or advisory attorney experience is required for the Senior Deputy City Attorney)

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the City Attorney based upon operational and staffing requirements.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** ~~—Work is performed in an office environment and requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires the ability to sit, reach, twist, lean and lift files and reports from desk tops or file drawers; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of a personal computer or other office equipment or supplies; must be able to work well under pressure and within certain time frames. Accommodation(s) for qualified physical or mental disabilities will be considered on a case-by-case basis.~~

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or

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twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Nov 2019/pa

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