

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY ~~DATE: APRIL, 2004~~

PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)

COUNCIL APPROVAL: **APRIL 2004**

JOB CODE: **0081**

EMPLOYMENT STATUS: **REGULAR FULL-TIME**

UNIT REPRESENTATION: **MEO**

FLSA STATUS: **EXEMPT**

EEOC CODE: **PROFESSIONAL**

Duties-JOB 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; and may perform indirect supervisory duties of assigned administrative/clerical support staff.~~ Under general direction from the City Attorney and Chief Assistant City Attorneys, performs various a wide range of professional legal duties ranging in difficulty from routine to intermediate 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 other designated department manager~~ Chief Assistant City Attorneys, as specified.

DISTINGUISHING CHARACTERISTICS

~~This is the first (entry) level class in the Deputy City Attorney series. This class is distinguished from the Deputy City Attorney II by the amount of experience attained in the performance of assigned duties and responsibilities. Incumbents are assigned a wide variety of duties and are expected to independently arrive at workable solutions. Since~~

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~~this class is typically used as a training class, employees may have only limited or no directly related public sector legal work experience.~~

Deputy City Attorney I is the entry-level classification in the Deputy City Attorney series. Differs from Deputy City Attorney II in that Deputy City Attorney I requires knowledge of the profession's basic principles and theories to perform routine and basic legal work, while Deputy City Attorney II performs the full range of legal work commiserate commensurate with experience requirements.

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, drafts, reviews, and negotiates leases, contracts, and agreements;
- ~~Reviews, approves, and drafts transactional related documents including deeds, bonds, and insurance certifications;~~
- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;
- ~~Explains City policies and issues to employees, elected officials, and the general public;~~
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares and provides legal opinions to departments, boards, commissions, agencies 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;
- 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 Participates in supervising support staff, and interns, provides work assignments and direction, reviews and evaluates work product as directed by the City Attorney or the Chief Assistant City Attorneys;

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- Attends and participates in professional groups and committees;
- Responds to citizen inquiries regarding all various types of legal issues including those concerning City business;
- 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;
- ~~— Maintains a regular and consistent attendance record;~~
- Commutes or travels to offsite locations for work within and outside the City;
- Performs other related duties as assigned

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

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:

Knowledge of:

- Laws, legal 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, and writing and grammar; ~~and,~~
- Pertinent Federal, State, and local laws, codes, and regulations

Ability to:

- 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

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- ~~—~~ Conduct high-level legal research, analysis, and writing
- ~~—~~ Apply legal precedents and court decisions affecting local government
- ~~—~~ Learn the duties, powers, and limitations of a city government
- ~~—~~ Learn Apply statutes and codes applicable to civil proceedings
- ~~—~~ Learn to properly Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- ~~—~~ Learn to pPresent statements of law, fact, and argument clearly and logically
- ~~—~~ Learn to eEffectively apply legal knowledge and principles in court
- ~~—~~ Prepare clear and concise legal documents and briefs
- ~~—~~ Conduct research on legal problems
- ~~—~~ Communicate concisely and clearly both orally and in writing
- ~~—~~ Establish and maintain positive and effective working relationships ~~with those contacted~~ in the course of work and across departments
- ~~—~~ and

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

Experience: ~~One year of experience in city or government law is desirable.~~ Two Between Two (-2-4) 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.

License/Certifications: ~~Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.~~

~~Active Current membership in good standing with the California State Bar Association. 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 regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be~~ 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 I incumbents may be recommended for reclassification to the journey-level classification of Deputy City Attorney II upon meeting the minimum qualifications of Deputy City Attorney II, specifically: necessary for performance of the higher level duties and successful completion of the probationary period.

The requirements for reclassification consideration, subject to the review, recommendation, and approval of the department head and human resources, include the following:

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.

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

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 cooperatively with those contacted in the performance of duties; and, complete work assignments within established time frames. Accommodation(s) for qualified physical or mental disabilities will be considered on a case-by-case basis.~~

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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 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](#)