

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

DUTIES JOB SUMMARY

Under general direction from the City Attorney and Chief Assistant City Attorneys, from an assigned Assistant City Attorney or the City Attorney, performs a wide range of professional legal duties ranging in difficulty from intermediate to specialized and highly complex depending on the level of assignment; 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. 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III **DATE: APRIL, 2004**

~~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 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 advanced journey level classification third level in the Deputy City Attorney series. Differs from Deputy City Attorney II in that An incumbent is distinguished from the II level by 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 while Deputy City Attorney II performs less complex legal work. 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.~~

~~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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III DATE: APRIL, 2004

- 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, d~~Drafts, reviews, and negotiates leases, contracts, and agreements;
- ~~reviews, approves, and drafts transactional related documents including deeds, bonds, and insurance certifications; d~~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; P~~performs legal research, analysis, interprets laws, rulings and regulations, and prepares provide legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;
- ~~A~~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; h~~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 indirectly may participate in s~~superviseing other less experienced attorneys, office support staff, and interns ~~as assigned such as,~~ providing work assignments and direction, reviewing and evaluateing work product as directed by the City Attorney or the Chief Assistant City Attorneys; ~~and participating in evaluating job performance;~~
- ~~May p~~participates in selecting outside counsel to represent the City; as assigned, may supervise outside counsel;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III **DATE: APRIL, 2004**

- ~~A~~ attends and participates in professional groups and committees;
- ~~r~~ Responds to citizen inquiries regarding various ~~all~~ 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;
- Commutes or travels to offsite locations for work within and outside the City;
- ~~and p~~ Performs related duties and responsibilities as assigned.~~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

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, 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, writing and grammar
- ~~-~~ Pertinent Federal, State, and local laws, codes, and regulations
- ~~-~~ Principles of municipal budget preparation and administration
- ~~-~~ Principles of basic supervision, training, and performance evaluation

~~Duties, powers, and limitations of a city government; legal precedents and court decisions affecting local government; statutes and codes applicable to civil proceedings.~~

Ability to:

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III **DATE: APRIL, 2004**

- 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 the most complex and specialized 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
- Provide administrative and professional leadership and direction to assigned administrative/clerical support staff
- Establish and maintain positive and effective working relationships in the course of work and across departments

~~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.~~

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

Experience: Five (5) years' Equivalent to two years of experience as a practicing attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services comparable to that of a Deputy City Attorney I with the City of Huntington Beach.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III **DATE: APRIL, 2004**

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

CurrentActive membership in good standing with in the California State Bar Association 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.

SPECIAL CONDITIONS

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

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.

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY II/III **DATE: APRIL, 2004**

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.

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 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