



SAN DIEGO CITY ATTORNEY'S OFFICE
invites applications for the position of:

Deputy City Attorney (Civil Advisory Division, Infrastructure Unit)

SALARY: Depends on Qualifications

DIVISION: Civil Advisory

UNIT/SECTION: Infrastructure Section

**OPENING
DATE:** 05/31/22

CLOSING DATE: 06/20/22 11:59 PM

JOB INFORMATION:

The [Civil Advisory Division](#) is recruiting to fill a Deputy City Attorney position in the [Infrastructure Section](#). The selected candidate will report directly to the Chief Deputy City Attorney of the Infrastructure Section.

The Infrastructure Section provides legal advice on the construction, operation and maintenance of City infrastructure, including the water and wastewater systems and the City's 3,000-mile transportation system, all among the largest in California. The Infrastructure Section also provides legal advice related to the construction and repair of park and recreation facilities; libraries; police, fire and lifeguard stations; airports; sports stadiums; and convention facilities. Legal issues involve all aspects of construction, including conflicts of interest laws, prevailing wage laws, and CEQA.

EXAMPLE OF DUTIES:

Deputies in the Civil Advisory Division routinely:

- Draft contracts, resolutions, and ordinances;
- Review department policies, procedures, and City administrative regulations;
- Conduct legal research, and analysis;
- Represent the City at administrative hearings and mediations;
- Negotiate transactions with outside vendors, consultants, and contractors and other public agencies;
- Prepare legal correspondence, memoranda, and opinions;
- Work closely with City staff on programs and specific projects;
- Respond to California Public Records Act requests;
- Work with litigation counsel on certain matters;
- Appear and address legal questions at City Council and Committee meetings, and may appear at board and commission hearings and administrative hearings.
- Familiar with proposition 218 and proposition 26.

Deputy City Attorneys must become familiar with City operations to identify and address legal issues in a proactive manner, and continually manage and adjust their workload to accommodate changing needs and priorities of City staff.

MINIMUM REQUIREMENTS:

Applicants are required to:

- Be an active member in good standing with the State Bar of California;
- Possess strong analytical, research, writing, and oral presentation skills; be a practical problem-solver and team player; have good time management skills; and demonstrate effective communication and conflict resolution skills.

Ideal candidates will have at least three years of experience as an attorney in a public agency. Experience with competitive bidding requirements of public agencies, the Public Records Act, and the Brown Act is desirable.

Attorneys in this position must be able to travel to locations outside the office for legal proceedings or meetings. Therefore, possession of a valid California Class C driver's license and personal vehicle, or the ability to travel to various locations throughout the City in a timely manner, is required.

COVID-19 Vaccination Requirement: All candidates for employment must be fully vaccinated against COVID-19 and provide proof of their full vaccination or have been approved for a medical or religious exemption from the vaccination requirement, and have been provided an accommodation, **before their start date**. "Fully vaccinated" means a person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Acceptable COVID-19 vaccines must be approved by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the FDA or the World Health Organization.

Exemption Requests: Candidates with a disability or medical condition that makes it medically inadvisable for them to receive a COVID-19 vaccine, as verified by their health care provider, or those with a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine, may request an exemption from the COVID-19 vaccination requirement and reasonable accommodation. Candidates who wish to make a such a request will be provided with more information. The City will review requests for medical and religious exemption and accommodation on a case-by-case basis in accordance with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. A candidate's start date may be adjusted to allow for the accommodation process. **You may request a medical or religious exemption from the vaccination requirement, and an accommodation, by sending an email to COVID-RA@sandiego.gov indicating your desire to make such a request.**

SUPPLEMENTAL INFORMATION:

Compensation and Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits for this unclassified position depend on the candidate's eligible status (new

hire, rehire, etc.).

To learn more about employee benefits, please review the Benefits Summary for DCAA Employees. Some benefits currently offered to employees may be modified in the future. Salary is based on the Deputy City Attorney salary table and dependent on qualifications and level of relevant legal experience. For further salary information, refer to the Deputy City Attorney Salary Table.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following:

- Reference checks.
- Proof of citizenship or legal right to work in the United States.
- Fingerprint checks: fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report.
- Medical evaluation: a City medical examination including drug/alcohol screening and documentation of medical history may be conducted following a conditional offer of employment or promotion.
- Certain positions may require additional screening processes that may include a polygraph examination and/or background investigation.

All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. The City of San Diego is committed to a drug and alcohol-free workplace.

How to Apply:

The San Diego City Attorney's Office accepts [online applications](#). To apply, select the position title of the job opportunity and click the "Apply" link. If you need assistance, please refer to our [online employment application guide](#):

To be considered for this position, applicants will need to submit the following by the closing date:

- San Diego City Attorney employment application, including supplemental questions;
- Cover letter and resume;
- A writing sample (no more than 5 pages) that demonstrates their legal writing skills and reflects their own original work product.

Following the closing date, resumes will be screened according to the qualifications outlined above. Only the most qualified candidates will be invited to a departmental interview. If a job has an extended deadline, applications will be considered during the extension period; however, a job may be filled before the extended date is reached. This interview process may be used to fill future vacancies.

Individuals must be able to perform the essential duties of the position with or without reasonable accommodations. If you have any questions or concerns related to the recruitment process and the Americans with Disabilities Act, you may contact (619) 533-5811. The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.



DIVERSITY AND INCLUSION: The Office is strongly committed to Diversity & Inclusion. The Office is led by the first woman and first Latina in City history elected to the position. It is vitally important to us that as public servants, we represent the community that we serve. To that end, the Office strongly encourages applicants of diverse backgrounds to apply. To ensure our commitment to Diversity & Inclusion, the Office has a Chief Diversity Officer, an active Committee for Diversity & Inclusion, and Racial Equity Task Force

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/sandiegoattorney>

1200 Third Avenue, Suite 1620
San Diego, CA 92101

Position #2022-00074
DEPUTY CITY ATTORNEY (CIVIL ADVISORY
DIVISION, INFRASTRUCTURE UNIT)
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Deputy City Attorney (Civil Advisory Division, Infrastructure Unit) Supplemental Questionnaire

- * 1. I understand that failure to respond to the following questions may result in the rejection of my application. In addition, I may miss out on employment opportunities. I understand that resumes are NOT reviewed for assessing the minimum requirements.
- Yes
 No
- * 2. I understand that the responses I provide on the supplemental questions will be reviewed using an automated evaluation system and that if I am successful in this initial screening process, my application will be reviewed for applicable education, experience, or training to ensure all minimum requirements have been met.
- Yes
 No
- * 3. I understand that my email address associated with my www.governmentjobs.com account will be used by the San Diego City Attorney's Office for email communication to me regarding this recruitment. I understand that failure to verify and update my email address with my www.governmentjobs.com account may result in missing recruitment deadlines and notifications. Please refer to <https://www.governmentjobs.com/home/faq> for additional information on accessing your account.
- Yes
 No
- * 4. Are you licensed to practice law in the State of California?
- Yes
 No
- * 5. How many years of municipal law experience do you have?
- No experience
 Less than 1 year
 1 year to less than 2
 2 years to less than 3
 3 years to less than 4
 4 years to less than 5
 6 years or more
- * 6. I understand that I am required to submit a writing sample that shows my work product.
- Yes
 No
- * Required Question