



July 12, 2010

The City of San Diego Ethics Commission is accepting applications for the position of:

ETHICS COMMISSION GENERAL COUNSEL

- Salary Range:** Approximately \$85,000 to \$105,000 (dependent on qualifications and experience)
- Recruitment:** Open to all Qualified Candidates.
- Filing Deadline:** **September 10, 2010.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

Background Information:

In June 2001, the City Council established by ordinance the City's Ethics Commission. Nominated by members of the City Council and the City Attorney, and appointed by the Mayor, the City's first Ethics Commissioners were sworn into office on August 22, 2001.

The Commission is charged with monitoring, administering, and enforcing the City's governmental ethics laws, which include the Election Campaign Control Ordinance, the Municipal Lobbying Ordinance, and the Ethics Ordinance. Specifically, the Commission and its staff propose governmental ethics law reforms, conduct investigations, audit disclosure statements, and advise and educate City officials and regulated members of the public regarding governmental ethics laws. The jurisdiction of the Ethics Commission extends to all elected officials of the City, all candidates for City office, all unclassified City employees, members of City boards and consultants who are required to file conflict of interest disclosure forms, and all lobbyists required to register with the City.

The Position:

The Ethics Commission is seeking a General Counsel who will report directly to the Executive Director, and who will provide legal representation and advice to the Ethics Commission and the Commission staff regarding enforcement, advisory, and policy matters associated with campaign, lobbying, and ethics laws. Typical duties will include:

1. Oversee investigation and enforcement program, including directing staff investigations, participating in witness interviews, communicating with opposing counsel and respondents, preparing closed session memoranda, preparing various enforcement-related documents, and serving as petitioner at administrative hearings.

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2. Represent the Ethics Commission in litigation matters, including but not limited to the enforcement of Commission subpoenas and the appeal of administrative enforcement decisions.
3. Review written advisory opinions prepared by staff at the request of City Officials and other individuals within the Ethics Commission's jurisdiction.
4. Assist Program Manager in providing technical assistance (informal advice) requested by City Officials, City candidates and their staff, and lobbyists.
5. Assist Program Manager in monitoring federal and state judicial decisions and statutory and regulatory amendments relevant to the City's governmental ethics laws.
6. Provide input and advice regarding proposed amendments to the City's governmental ethics laws.
7. Review resolutions and ordinances related to proposed amendments to the City's governmental ethics laws and the Commission's investigative and enforcement procedures.
8. Attend meetings of the Ethics Commission and provide legal and practical advice including but not limited to adherence with the Ralph M. Brown Act.
9. Provide advice to the Commission staff regarding public records requests and disclosure requirements.
10. Participate in the selection process and use of outside counsel when appropriate.

Minimum Qualifications:

All candidates must meet the following minimum qualifications:

- Graduation from an accredited law school.
- Admission to practice law in all courts of California.
- Continuing compliance with required Mandatory Continuing Legal Education.
- Superior legal research, writing, verbal communication, and analytical skills.
- At least two years of experience practicing law in the public or private sector with demonstrated courtroom or administrative hearing experience.

In addition, the ideal candidate will have the following qualifications:

- Demonstrated experience as a prosecutor or defense attorney in an administrative law setting.
- Knowledge of governmental ethics laws (campaign finance laws, lobbying laws, and laws pertaining to conflicts of interest and other ethics-related matters).
- Demonstrated success providing legal advice to, and representation of, a public agency and/or government officials.
- Experience drafting resolutions and ordinances for adoption by a government agency, particularly with respect to the amendment of governmental ethics laws.

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Management 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; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact Risk Management at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

Selection Process:

Those interested in applying for the position should submit a statement of interest (limit two typewritten pages) that addresses the applicant's view of the role and priorities of the City's Ethics Commission, a current resume, two writing samples, and the names and telephone numbers of three professional references via email to: ethicscommission@sandiego.gov, or via mail to: San Diego Ethics Commission, 1010 Second Avenue, Suite 1530, San Diego, California, 92101. After a review of the submitted materials, a select number of candidates will be invited to participate in an interview. Candidates selected as finalists for the position will undergo a detailed background check. **EOE/ADA.**