



COUNTY OF RIVERSIDE

County Counsel





probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 21,000 employees across over 40 departments and agencies. The 2021-2022 budget is \$6,796,564,463.

— Mission Statement —

Our mission is simple: to promote and protect the health of all county residents and visitors in service of the wellbeing of the community. It's all part of our vision for healthy people and a healthy community!

To learn more about the County of Riverside, go to <http://www.countyofriverside.us/>

— THE POSITION —

The County Counsel has primary responsibility for the administration and direction of a program providing legal counsel and representation to the County Board of Supervisors, officials, and representatives of various districts. This position also acts as attorney for the County and districts in any civil action instituted or brought against them; provides legal advice, assistance, and representation in civil legal matters to the officers and employees of Riverside County and districts of the County.

The County Counsel is an officer appointed by and serves at the pleasure of the Board of Supervisors, in accordance with the provisions provided under California Government Code Section 27640 et. seq.

Examples of Essential Duties

- Serves as legal advisor to the County Board of Supervisors, officials and representatives of the various districts on legal questions pertaining to their respective powers, duties, functions and obligations.
- Makes decisions concerning advisability to prosecute, settle or dismiss civil litigation.
- Attends meetings of boards and commissions that request legal counsel or advice.
- Submits opinions, when requested, to all County or district officers on matters related to their respective offices.
- Drafts ordinances, resolutions and proposed legislation and represents the County as directed by the Board of Supervisors.
- Plans, organizes, and directs the work of the staff and the operation of the office; consults with and advises attorneys on difficult legal problems.
- Prepares and administers the departmental budget.

— THE IDEAL CANDIDATE —

The ideal candidate will be honest, ethical, and confident, with a distinguished record of professional accomplishments that demonstrate her/his ability to effectively lead a large public sector law office of 60-70 attorneys. The successful candidate will have a track record of building positive relationships with elected officials, department heads, key stakeholders, partnering agencies, and counsel staff, as well as being an effective team builder, sensitive to

— THE COUNTY OF RIVERSIDE —

With rivers, mountain peaks, deserts and fertile valleys, Riverside County offers diversity that few locations can match. More than two million people live in Riverside County, taking advantage of a high quality of life, affordable housing, and a multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests. It has been one of the nation's fastest-growing counties for several decades.

California's fourth largest county by population is expanding its economy, working to make Riverside County as business friendly as possible and using health and recreation strategies to make the County a healthier place for residents. Each year, millions visit the County to take advantage of the glorious desert winter, the world-class, award-winning wine country near Temecula, the Palm Springs International Film Festival, the Coachella and Stagecoach mega-concerts, Festival of Lights, the Paribas Open at the Indian Wells Tennis Center and the Humana Challenge, the golf tournament formerly known as the Bob Hope Classic. All those, combined with a rich cultural heritage and frontier history, make Riverside County a great place live, work, or visit. The County's housing market continues to be among the most affordable in Southern California. Higher education institutions are abundant throughout the area, providing continuous educational opportunities for professional development.

— GOVERNANCE —

Guided by a strategic vision created to provide and enhance needed services into 2030 and beyond, the County has a proactive view to the future. County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution,

all cultures and people. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. The County Counsel will be a courageous executive able to negotiate difficult political waters, while remaining focused on organizational goals and is willing to make difficult decisions or recommendations based on what is right for the County and its residents, while remaining apolitical. Qualified candidates will possess a passion for public service, an appreciation for diversity, and keeps a focus on offering the best legal advice and support to the Board of Supervisors and the 40 County Departments to achieve the desired outcomes for the community.

Key Attributes and Characteristics

- The ability to deliver information and comprehensive research to the Board in a balanced, clear, and unbiased manner. Options and solutions will include different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- An individual who is trustworthy and possesses personal and professional integrity at the highest level, with an unblemished record as demonstrated in both the public and private life of the candidate.
- A track record of cultivating productive relationships with a Board of Supervisors or City Council, staff, external public agencies, organized labor, and the public; should be open to different ideas and feedback.
- An individual who exhibits professionalism, effective communication, confidence, and a willingness to collaborate with others.
- A leader who inspires and motivates others to commit to the organization's ideals and to contribute their best through directing, coaching, leading by example, and building trust.
- An individual who insists on a culture of respect, accountability, and transparency.
- A team builder able to build and maintain a positive work culture; who is honest, fair, and consistent.

— QUALIFICATIONS —

- Active membership in the State Bar of California.
- Ten years-experience as an attorney which includes extensive experience in civil law. At least one year of experience must have been in a public law office handling civil legal matters.
- Five years in a management capacity, preferably in a public sector environment.
- Bi-Lingual English Spanish helpful.

Knowledge of: Duties, powers, limitations, and authority of the County Counsel's office; organization, powers, and limitations of county governmental functions and of the California Constitution; methods and problems of administering the work of a governmental law office; legal principles and their application with emphasis on administrative law; legal research methods; principles of personnel management and supervision. Knowledge of Riverside County is desirable.

— SALARY AND BENEFITS —

The salary range for his position is \$229,785.50 - \$289,159.31 depending on qualifications and experience.

An excellent benefits package includes:

- **MEDICAL/DENTAL INSURANCE:** A Flexible Benefit Credit is provided on a monthly basis as governed by the Management Resolution or applicable bargaining unit. Vision coverage is provided through Vision Service Plan (VSP) at no cost to employee or eligible dependents.
- **MISCELLANEOUS RETIREMENT:** County of Riverside has three retirement Tiers through the California Public Employees' Retirement System (CalPERS).

Tier I (Classic Member – Formula 3% @ 60): Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.

Tier II (Classic Member – Formula 2% @ 60): Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent.

Tier III (PEPRA New Member - Formula 2% @ 62): Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.





A new member is defined as any of the following:

1. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System.
2. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon joining CalPERS.
3. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS agency after a break in service of greater than six (6) months. CalPERS refers to all members that do not fit within the definition of a new member as "classic members".

Contribution rates are subject to change based on the County of Riverside annual actuarial valuation.

- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
- **401(a) MONEY PURCHASE PLAN:** County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (Bi-Weekly Accrual):**
 - 0 < 36 months = 8.92 Hours
 - 36 to <108 months = 10.46 Hours
 - 108 or more months = 12.00 Hours

Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.

ANNUAL LEAVE for Unrepresented Management Attorneys: Effective July 12, 2012, the specific affected Unrepresented Management Attorney classifications as stated in Article 22 of the Management Resolution will receive an additional 4 hours per pay period to their Annual Leave accrual. This additional leave accrual will expire at the end of the last pay period in June 2014. In addition, the maximum accrual for Annual Leave (or vacation) will be raised by 200 hours for eligible employees only. Maximum Annual Leave accumulation is 2,000 hours.

- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.

Additional benefit details can be found on the County's HR website.

— APPLICATION PROCESS — AND RECRUITMENT SCHEDULE

The final filing date is Friday, May 13, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/county-counsel/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas
(510) 495-0448

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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.