**Name:**

**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**CALIFORNIA STRATEGIC GROWTH COUNCIL**

**DUTY STATEMENT**

**SGC Staff Counsel**

**Classification: Senior Projects Analyst**

**Salary Range: $6,916 - $9,310 monthly**

**LOCATION: Sacramento**

**STRATEGIC GROWTH COUNCIL**

The Strategic Growth Council (SGC) is a Cabinet-level state organization that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP) – which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

**SCOPE**:

Under the general direction of the SGC Executive Director and the Governor’s Office of Planning and Research (OPR) Chief Counsel and day-to-day supervision from the SGC Deputy Director, the Staff Counsel is responsible for providing complex research and analytical legal services needed to advise SGC leadership, Councilmembers, staff, and key stakeholders on the legal implications of all of SGC's activities. The incumbent will support and coordinate SGC’s agreements with agency partners, grantees, and contractors, provide Council meeting support, organizational legal guidance, and engage on litigation as needed and in coordination with the Attorney General and OPR Chief Counsel. The incumbent may act as a lead and shall perform these duties with minimal supervision.

The incumbent must have a strong understanding of government contracting and procurement, public meeting rules and procedures, conflict of interest and ethics laws, the Bagley-Keene Open Meetings Act, and Public Records Act request protocols. An understanding of the California Environmental Quality Act, Planning and Zoning Law, and housing laws is desirable. The incumbent must have a commitment to serving California’s diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. The incumbent must have an ability to travel up to 5% of the time and occasionally work on evenings, weekends, and holidays.

**SPECIFIC DUTIES**

**40% Program Contracts and Inter-Agency Agreements**

* The Staff Counsel will support and coordinate SGC’s agreements with agency partners, grantees, and contractors. This will include, but not be limited to:
	+ Reviewing and tracking all SGC-related legal agreements, including but not limited to grants, contracts, MOU’s, and inter-agency agreements, in coordination with SGC contracting personnel;
	+ Establishing SGC’s rights and obligations under all proposed and existing legal agreements;
	+ Clarifying legal implications of grant and contract criteria, evaluation, and awards;
	+ Supporting program staff in the development of grant agreements and contracts, including refining scopes of work and necessary amendments; and
	+ Representing SGC in presentations to and negotiations with government officials, interest groups, lobbyists, and citizens to describe SGC’s role under the agreements.

**35% Integrated Office Legal Support**

* The Staff Counsel will provide support for SGC’s organizational legal needs and collaborate with the OPR Legal/Legislative team on the following activities, but not limited to:
	+ Managing and directing responses to the SGC Public Records Act requests;
	+ Ensuring staff compliance with all financial reporting requirements and activities required for employment;
	+ Researching and advising on conflict of interest and ethnics questions in coordination with the OPR Chief Counsel, the Fair Political Practices Commission, and the Governor’s Office of Legal Affairs;
	+ Represent, negotiate, and advice on litigation brought on behalf of or against the SGC, as well as recommend and advise SGC Leadership on positions to take to the litigation in coordination with the Attorney General and OPR Chief Counsel;
	+ Coordinate with the OPR Legislative Affairs Office to coordinate responses from the Legislature regarding alignment with SGC mission and statutory direction and analyze legislation as needed; and
	+ Work involving the California Environmental Quality Act (CEQA), land use law, Planning and Zoning Law, and relevant housing laws.

**15%** **Council Meeting Support**

* The Staff Counsel will work with the Executive Director, Council members, and other staff to prepare for and conduct regular public meetings of the Council. This will include, but not be limited to:
	+ Providing direct assistance, recommendation, and advice to the Executive Director, Deputy Director, and Council members on pertinent legal issues as requested;
	+ Reviewing and approving Council meeting materials;
	+ Attending all Council meetings; and
	+ Advising and providing training, as needed, on Bagley-Keene Open Meeting Act requirements.

**10% Other Duties**

* Participate in Executive Director direct report, administrative, legal, and staff meetings, attend training, handle special projects, supervise SGC legal interns as needed, serve on inter-agency working groups, provide work status reports, and perform other duties as assigned.
* Attend SGC Leadership team meetings and OPR Legal/Legislative team meetings.

**Desirable Qualifications:**

In addition to evaluating each candidate's relative skills and abilities, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating applicants:

* Minimum experience**:** Law degree, licensed in California, AND at least 3 - 4 years of relevant experience and one year in state or local service.
* Broad legal understanding of public contracting, public agency laws including the Bagley-Keene Open Meeting Act, Public Records Act, and Political Reform Act, conflict of interest and ethics, and California land use, zoning, and general plan laws, including the California Environmental Quality Act.
* Experience in state and/or local government.
* Experience with legislative affairs.
* Able to work collaboratively and independently.
* Extensive analytical, verbal, and written communication skills.
* Strong work ethic, attention to detail, and organizational skills
* Collaborative, adaptable, and able to prioritize emergent and ongoing tasks.
* Experience working in and with under-resourced communities including disadvantaged communities (DAC), Tribal communities, rural communities, immigrant communities, low-income communities, and/or communities of color.
* Proven commitment to serving diverse communities.
* An ability to create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
* Ability and flexibility to travel and effectively participate in site visits, public workshops, and meetings up to 5% of the time based on CDC guidance and California Department of Public Health.
* Occasionally will need to work on evenings, weekends, and holidays.
* Bilingual in English and one of California’s most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean).

**Compensation and Benefits**:

The State of California benefit package may include:

* Retirement contributions into the California Public Employees’ Retirement System.
* Vacation and Sick Leave or Annual Leave.
* Flexible work hours with prior agreement from Supervisor.
* Professional Development Days – two day per fiscal year.
* Medical, dental, and vision insurance.
* Life insurance basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees.
* Voluntary enrollment into a deferred compensation program for Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
* This position is at-will and exempt from Civil Service.

**Review and Selection Process:**

Candidates with the most desirable qualifications will be invited for interviews. Interviews will be hosted via zoom. The SGC Staff Counsel serves at the pleasure of the Governor and is an “Exempt” position, therefore appointment to this position and the final salary are subject to executive approval.

**How to Apply:**

If interested, please submit a resume and cover letter that describes why you want this job and why you are a good fit for the position to:

jobs@SGC.CA.GOV

Or mail it to:

Joanna Sledge

Personnel Officer

P.O. Box 3044

Sacramento, CA 95812-3044

Questions may be directed to Joanna.sledge@opr.ca.gov.