LOS ANGELES CITY ATTORNEY’S OFFICE

POSITION ANNOUNCEMENT

SUPERVISING ATTORNEY

CIVIL LITIGATION BRANCH

EMPLOYMENT LITIGATION DIVISION

SALARY RANGE: $177,751 – $259,893

POSITION: Supervising Attorney of the Employment Litigation Division in the Civil Litigation Branch.

DIVISION: The Employment Litigation Division is responsible for representing all City departments, except the proprietary departments, in employment related litigation brought against the City by its current and former employees.

DUTIES AND RESPONSIBILITIES: The Supervising Attorney works under the direction of the Chief and Assistant Chief of the Civil Litigation Branch, and is directly responsible for the following:

1. Overseeing the work of the Division to assure that the City’s interests are effectively represented in litigation.
2. Developing and maintaining strong, collaborative employee and client relations, ensuring consistently high quality work product, efficiency in operations, and appropriate staffing assignments;
3. Overseeing and providing procedural, substantive, strategic and ethical guidance to the Division’s attorneys on employment litigation matters;
4. Assisting in, including personally handling when necessary, the conduct of court proceedings, including status conferences, motions, depositions, and trials;
5. Working with City leadership and Office Executive Management on employment litigation matters and other matters and special projects handled by the Division;
6. Overseeing the training and mentoring of the Division’s attorneys and staff, and regularly providing hands-on and in-person support, guidance, and feedback to all employees in the Division;
7. Collaborating with other sections of the Office, particularly the Labor Relations Division, to assure consistent, integrated advice and practices;
8. Assisting with establishing operational policies and ensuring uniform implementation of the goals, policies and procedures of the Civil Litigation Branch and the Office;
9. Ensuring the case management system is kept up to date on all matters pending in the Division, and preparing regular written reports and updates on the status of pending matters; and
10. Participating in the Office’s risk management efforts to reduce employment litigation liability.

REQUIRED QUALIFICATIONS: Applicants for this position must have a license to practice law in all of the courts in the State of California. Additional requirements include:
1. Ten (10) years of legal practice, with at least five (5) of those being in litigation, including meaningful trial experience.
2. Experience supervising attorneys and support staff and strong leadership and managerial skills, including the ability to both supervise and be supervised.
3. Strong written and oral communication skills.
4. Excellent litigation and case evaluation skills.
5. Licensed to practice law in all courts of the State of California and in the United States District Court for the Central District of California.

DESIRED QUALIFICATIONS: 1. Knowledge of labor and employment law, particularly FEHA and 1102.5.
2. Experience in resolving and advising on complex and/or sensitive matters.
3. Ability to communicate effectively with public officials, departmental executive management and personnel, and members of the public.
4. Strong organizational and problem solving skills, the ability to prioritize, and concurrently complete multiple assignments.

WRITING SAMPLE: Candidates are required to submit two (2) writing samples personally composed by the applicant within the past two (2) years.

PROBATION: Appointment to these exempt positions (non-Civil-Service) will be subject to a two year probationary period as required by Section 1050 of the City Charter. Successful completion of the two year probationary period will result in tenure with the office.

CONFLICT OF INTEREST: This position is designated as Category 3 on Schedule B of the Conflict of Interest Code.

APPLICATION AND DEADLINE: Applicants interested in applying must email a cover letter, resume, and writing samples merged in ONE (1) PDF FILE to atty.recruit@lacity.org specifying “SUPERVISING ATTORNEY – EMPLOYMENT LITIGATION DIVISION” in the subject line.

Selected applicants will be invited to interview.

Interviews ongoing until the position is filled.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7160.