



CITY ATTORNEY

Orange, California

Recruitment Services Provided By



A low-angle, upward-looking photograph of a multi-story brick building. The building features several windows with prominent red awnings. The brickwork is a mix of red and light-colored bricks. The sky is a clear, vibrant blue with some wispy white clouds. The perspective creates a sense of height and grandeur.

The Opportunity

The City of Orange offers a career capstone opportunity for California municipal legal leaders in its City Attorney position. With both a highly functional Council and staff, the next City Attorney will have the opportunity to lead the provision of first-class municipal legal services in a friendly, productive, and collegial environment.

The City of Orange

The City of Orange was incorporated in 1888. It has grown to more than 20 times its original geographic size yet managed to maintain the small-town values upon which it was founded. More than 140,000 residents live in the 27 square miles that make up the City of Orange today. The City's planning area is 38 square miles, with a sphere of influence area of 55 square miles. Orange's regionally strategic location makes it easy and efficient to move people and products throughout the Southern California marketplace. The City has a healthy mix of prime office, residential, and industrial space. Companies in all economic sectors, from financial services to health care, and retail trade to construction, recognize the advantages Orange has to offer. Its prime location offers direct access to five major freeways, a commuter rail network, two major malls and ample public transportation. Orange is convenient to half a dozen major airports, harbors, and ports, amusement parks, and at least ten major shopping malls.

The City is fortunate to have a history of being fiscally, organizationally, and politically stable. Orange is also known for having a very positive organizational culture that places a high value on teamwork and mutual support.





City Government

The City of Orange operates under a Council-Manager form of government, and recently transitioned to district-based elections and a seven-member City Council. The City Council is elected by district for four-year overlapping terms with a two-term limit. The Mayor is elected at large for a two-year term with a three-term limit. As the presiding officer of the Council, the Mayor is the official head of the City for all ceremonial functions. The Mayor pro-tem is selected by the Councilmembers. An elected City Treasurer oversees the City's investments.

Through its 12 departments, the City provides traditional municipal services as well as a water utility and a municipal library system. The City Manager is the Chief Executive Officer and head of the administrative branch of the City government. Orange provides a full range of services for the community through Police, Fire, Public Works, Community Development, Finance, Community Services, Library Services, Human Resources, Information Technology, City Clerk's Office, City Attorney's Office, and City Manager's Office. The City's 2022-2023 fiscal year budget is approximately \$228 million, \$131 million of which is General Fund. Orange is currently funded for 768 full-time equivalent positions.

The City of Orange is committed to excellent service through teamwork. This is reflected in a cohesive Executive Management Team that works collaboratively and supports each other to ensure the entire organization is successful. The City of Orange prides itself on its well-trained, well-educated, and performance-based workforce.



Mission Statement

The City of Orange is committed to excellent service for our residents, businesses and visitors.

Vision

As an organization, the City of Orange is the leader in delivering the highest level of service to meet current and future needs of the community.

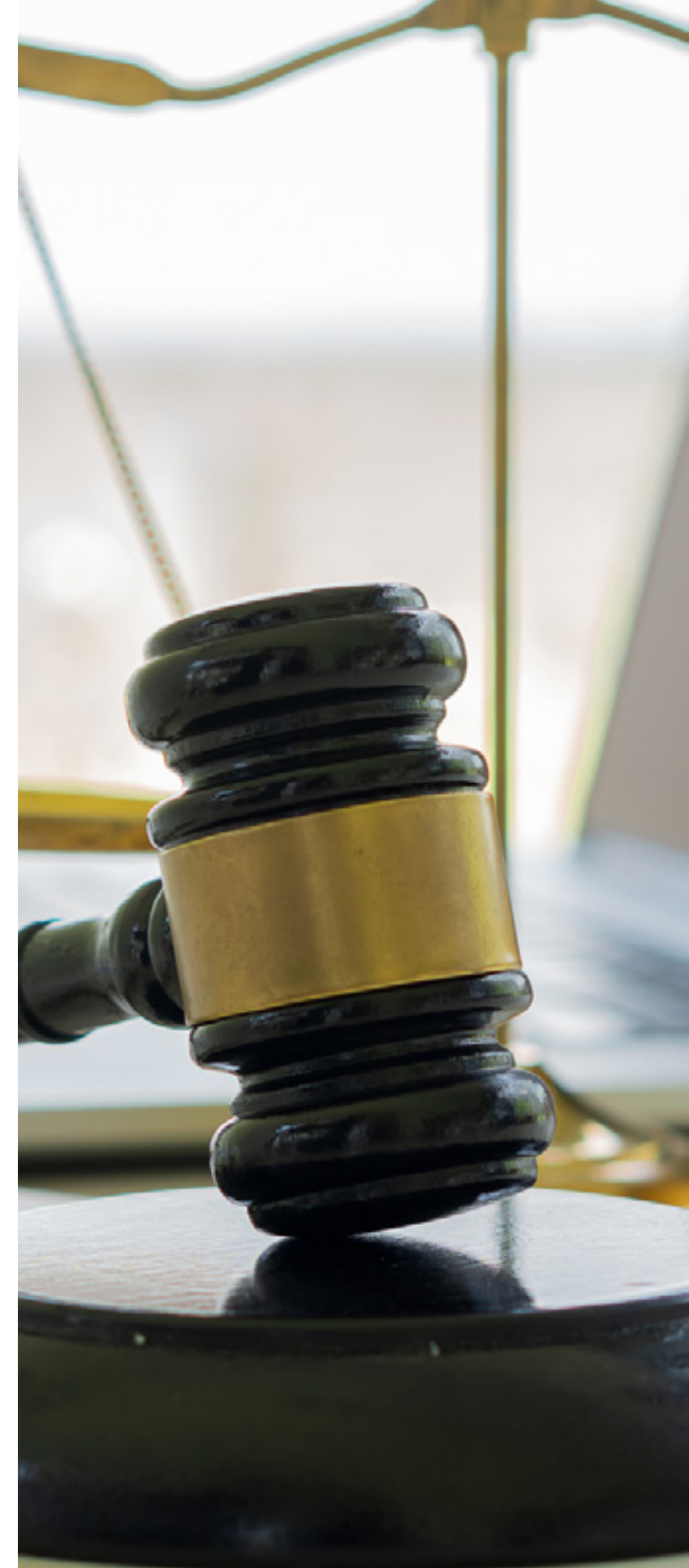
City Values

Teamwork, Integrity, Excellence

The City Attorney's Office

The City Attorney's Office for the City of Orange provides its services through a staff of eight, including three Senior Assistant City Attorneys, a Risk Manager, a Risk Management Analyst, a Senior Legal Assistant and a Legal Assistant. The stated mission for the department is to be an effective and impartial legal representative for the City of Orange, as governed by its Council and managed by its staff, as well as to uphold the Federal and State constitutions and all laws consistent with those constitutions. Current departmental goals include:

- Maintain open communications with the City Council, the Planning Commission, other advisory bodies, and all City departments to assist them in developing solutions to achieve and implement their respective goals, programs, and projects.
- Provide high quality and timely legal services to the City Council, Planning Commission, other advisory bodies, and all City departments.
- Effectively represent the interests of the City in direct handling of litigation and administrative proceedings.
- Maintain effective cost control for all City legal services including effective management of outside legal counsel services and costs.
- Maintain the highest level of professional competence through a program of continuing legal education.
- Continue to develop and maintain public confidence in the City Attorney's Office.
- Offer periodic training on a wide variety of subjects as a preventative measure against legal claims and to enhance efficiency and fairness.
- Ensure compliance with Federal and State employment laws.
- Implement responsible and effective risk management programs to ensure a compliant, safe, equitable, and professional working environment through effective safety trainings, updated policies and procedures, and knowledgeable support to all City departments.
- Administer an equitable workers' compensation program as required by law to resolve workplace injury claims through prompt and quality medical treatment and efficient claim administration.
- Protect the City against financial consequences of catastrophic accidental loss with adequate insurance coverage.
- Protect the City's capital assets from claims filed against the City.
- Maintain the highest level of departmental efficiency by researching and implementing technological advances in the risk management industry.





The Position

Under policy direction from the City Council, the City Attorney provides a wide range of professional legal services, assistance, and advice to the City Council, all City departments, the City Manager, and various boards, committees, and commissions. Additionally, the City Attorney plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Attorney's Office, including the City's Risk Management Division. The City Attorney also coordinates assigned activities with other City departments, officials, outside agencies, outside counsel, and the public. The City Attorney is responsible for fostering cooperative working relationships with City departments, intergovernmental and regulatory agencies, and various public and private groups. Key responsibilities include:

- Assuming full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings.
- Developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Managing and participating in the development and administration of the department's annual budget.
- Broad oversight for all department personnel, including training, motivation, direction, and evaluation.
- Contributing to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Rendering opinions in writing and verbally for City Council, the City Manager, boards, committees, commissions, and City staff regarding routine and complex matters.
- Attending or staffing City Council, board, committee, and commission meetings.
- Preparing, reviewing, and assisting in the negotiation of proposed agreements.
- Preparing and reviewing ordinances, resolutions, bonds and financing papers, insurance policies, deeds, pleadings, contracts, and other legal documents relating to City affairs.
- Providing highly complex and professional staff assistance to the City Council, City Manager, and other City departments.
- Overseeing the Risk Management Division operations and activities, including workers' compensation, liability, and property claims.
- Supporting the City's personnel disciplinary procedures, including Skelly hearings.
- Providing in-house training for the City Council, boards, committees, commissions, and staff relating to various matters.

Challenges & Opportunities

The next City Attorney for the City of Orange will have the chance to experience career-defining opportunities:

- Working with a highly competent staff and Council, the next City Attorney will have the opportunity to work with dedicated and talented staff to actively and proactively help the City of Orange achieve its goals – free of the distractions found in other communities.
- Several legal challenges for the City of Orange are related to land use and housing. The ideal candidate will have a solid foundation of municipal land use law and will also have the opportunity to hire a new Assistant City Attorney with this specialty.
- Land use issues, and recently, builders' remedy actions continue to trouble cities in Southern California.
- The Council has placed an enhanced focus on the City's Code Enforcement function to help maintain the community standard in Orange. A few options are being pursued and explored to further this endeavor, most requiring the City Attorney's Office support.
- Orange has the largest historic preservation district in California as well as additional, smaller, districts. This reflects the importance of historic preservation for the community and the City Attorney's Office is often tasked to aid with this policy priority.





Ideal Candidate

The City Attorney for the City of Orange must be a solid municipal law leader with a style rich in collaboration and partnership. The relationships with the City Council, City Manager, and City Staff are built upon a collegial, friendly, and professional approach that is free of competition. Additional characteristics that will identify the ideal candidate include:

- A high degree of accessibility and responsiveness. The Council and staff alike are accustomed to the ability to quickly connect with the City Attorney and staff to obtain advice or problem-solve emerging issues to find the best course of action.
- The City seeks a City Attorney that can assess risk across multiple potential courses of action and help others arrive at decisions that are sound and in the best interest of the City. This includes encouraging open-mindedness toward unpopular alternatives, or spotlighting risk associated with popular ones.
- The staff in the City Attorney's Office are excellent, and the next City Attorney should continue the track record of providing effective and supportive leadership.
- Similarly, the City Council in Orange is one characterized by mutual respect and passion for the Orange community. The next City Attorney will have a great opportunity to help an effective and motivated Council achieve its policy goals.

Minimum Qualifications

Education: Possession of a Juris Doctorate degree from an accredited school of law.

Experience: A minimum of seven years of practice in the field of public agency law, as well as seven years of management and/or administrative experience in the same.

License: License to practice law in the State of California.



Compensation & Benefits

The annual salary for the City Attorney is **up to \$273,000** dependent upon qualifications (DOQ). The City contributes an **additional 3% on top of salary** which can be taken as cash or placed into a 401A Money Purchase Retirement Plan. Employees with a Master's degree or higher are eligible to receive **\$500 per month of Education Pay** which is reported to the California Public Employees' Retirement System (CalPERS) as pensionable compensation.

The City offers an outstanding benefits package which includes retirement benefits provided by CalPERS. The City of Orange is one of a few cities in Orange County in which an employee who is a Classic Member of CalPERS (or other reciprocal retirement system), will be enrolled in the CalPERS 2.7% @ 55 benefit formula with one-year final compensation. Classic Member employees contribute 8.0% of pension reportable salary on a pre-tax basis for this retirement benefit.

Employees who are new CalPERS members (those obtaining initial membership on or after January 1, 2013), will be enrolled in the CalPERS 2% @ 62 benefit formula with three-year final compensation in accordance with PEPR. New member employees currently contribute 6.75% (7.75% effective June 18, 2023) of pension reportable salary on a pre-tax basis for this retirement benefit.

In addition, the City offers a comprehensive benefits package including:

Work Schedule: An on-site 9/80 work schedule from 7:30 a.m. – 5:30 p.m. with City Hall closures every other Friday.

Cafeteria Benefits Plan: The City pays \$2,265 per month which can be applied towards medical, dental, and/or vision insurances. A medical waiver amount of \$750 is offered as taxable income if proof of comparable medical insurance coverage exists.

Life Insurance: The City provides a term life insurance policy of \$150,000.

Retirement Health Savings Plan: The cash value of certain leave balances will be contributed on a pre-tax basis to be used for employee medical expenses upon retirement.

Vacation: 144 hours of vacation during the first year of service and increase annually up to 264 hours per year after 30 years of service.

Holidays: The City observes 9½ paid 9-hour fixed holidays and provides 22.5 hours of floating holidays annually.

Administrative Leave: 80 hours of administrative leave annually.

Sick Leave: 96 hours per year. Eligible employees may convert a portion of unused sick leave to vacation on an annual basis. A partial payment (up to 50%) for accumulated unused sick leave is available to City employees who retire from the City.

Social Security: Employees do not pay into Social Security.

Medicare: The City pays the employee's portion of 1.45% of Medicare.

Other Benefits: Long-term Disability, an Employee Assistance Program, Educational Assistance (up to \$1,500/fiscal year), Wellness Reimbursement, Technology Stipend, Trip Reduction Program incentives, voluntary IRS Section 125 Dependent Care and Medical Spending Accounts, optional Deferred Compensation programs, and Credit Union membership are a few of the additional benefits provided or available to employees.



The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates are encouraged to apply online at www.mosaicpublic.com/careers.

A preliminary closing date has been set for Friday, April 14, 2023, but interested candidates should apply immediately, as this recruitment may close early once a sufficiently strong candidate pool has been established.

The City of Orange is an Equal Opportunity Employer.

To learn more about the City of Orange, visit www.cityoforange.org.

