

COUNTY COUNSEL

Core Services

		Mandated?	
1	LEGAL DOCUMENT REVIEW	Provide thorough review of every document approved by county	Y
		Provide clear guidance, revisions or suggestions	Y
		Provide a timely response	Y
		Provide resources and training to non-legal staff	N

		Mandated?	
2	LEGAL RESEARCH AND ADVICE	Conduct thorough research	Y
		Provide clear and concise advice	Y
		Produce clearly written legal opinions	Y
		Provide a timely response	Y

3	BROWN ACT COMPLIANCE	Attend meetings of Brown Act-covered bodies	Y
		Be prepared to answer basic questions on the spot	Y
		Advise if more research needed	Y
		Review all agendas and agenda materials	Y

4	PUBLIC RECORDS ACT COMPLIANCE	Provide a timely and complete response	Y
		Coordinate among departments where request involves multiple	Y
		Stay up-to-date on legal developments	Y
		Provide accurate advice to clients re county obligations	Y

5	CHILD PROTECTIVE SERVICES	Draft petitions, warrants, court orders and misc. legal documents	Y
		Respond to emergencies	Y
		Attend court hearings and related meetings	Y
		Review social worker reports	Y

6	GENERAL LITIGATION AND CLAIMS	Timely file all pleadings and other materials	Y
		Supervise work of all outside counsel	Y
		Conduct thorough research & analysis to make informed decisions	Y
		Keep Board apprised of status	Y

7	STAFF WELLNESS, TRAINING AND SUPPORT	Regularly meet with staff regarding projects and workload	N
		Conduct timely performance evaluations	N
		Provide training and resources	N
		Review work product and provide advice and assistance re tactics	N

8	PROPERTY TAX - IMPOSITION AND COLLECTION	Represent Assessor, Assessment Appeals Board and Treasurer/Tax C.	Y
		Stay up-to-date on legal developments	Y
		Attend all property tax appeal hearings	Y
		Draft findings and orders (AAB)	Y

9	CODE COMPLIANCE ENFORCEMENT	Provide legal advice and document review for CC officers	N
		Draft pleadings or other legal documents	N
		Negotiate re resolution of violations	N
		Pursue collection of fines	N

10	LABOR NEGOTIATIONS	Attend labor negotiations	Y
		Stay up-to-date on legal developments	Y
		Draft MOUs, resolutions, rules and policies	Y
		Review and analyze proposals	Y

Mandated?

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1 1	PERSONNEL	Advise HR and CAO regarding employment and labor laws	Y
		Stay up-to-date on legal developments	Y
		Draft or review disciplinary and other employment notices	Y

1 2	EMERGENCY PREPAREDNESS	Draft declarations of emergency, Mutual Aid agreements and related materials	Y
		Stay up-to-date on legal developments	Y
		Advise UC and other emergency responders	

1 3	CONSERVATORSHIPS AND ADULT PROTECTIVE SERVICES	Draft petitions, reports and other court documents	Y
		Attend court hearings and related meetings	y
		Stay up-to-date on legal developments	y

1 4	ELECTIONS	Advise Elections Official regarding election procedures/requirements	Y
		Review all elections materials	Y
		Draft impartial analyses for ballot measures	Y
		Stay up-to-date on legal developments	Y

1 5	LAND USE AND PLANNING	Attend all Planning Commission meetings	Y
		Ensure compliance with CEQA and other laws	Y

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