



OFFICE OF THE STATE PUBLIC DEFENDER

Indigent Defense Improvement Division

We're Hiring

Seeking Changemaker to Carry out Mission of Improving Indigent Criminal Defense. We're currently recruiting for a **Deputy Director** (Career Executive Assignment – C.E.A.) to lead a new division within the Office of the State Public Defender – the Indigent Defense Improvement Division (IDID). The Deputy Director is licensed to practice law in California, has program oversight of the IDID and is responsible for formulating, planning and implementing programs to improve indigent defense throughout the State. The Deputy Director is a member of the executive management team and reports directly to the State Public Defender. The position statement and Job Bulletin are attached.

About Us

The Office of the State Public Defender (OSPD) was created in 1976 by then Governor Brown to assure quality indigent defense. Since 1990, OSPD has represented indigent criminal defendants in post-conviction capital appeals. The work of the office is at the cutting edge of criminal law, and we've been responsible for major developments in the areas of litigation due process, right to counsel, confessions, search and seizure, sentencing and many others. We have offices in Sacramento and Oakland, California.

New Division of OSPD

In 2020, OSPD was given the additional mandate to "provide assistance and training" to county public defender offices, appointed private counsel and counsel appointed to represent juveniles, and to "engage in related efforts for the purpose of improving indigent defense." (Gov. Code, §§ 15420-15421)

Through innovative training and assistance programs, the Deputy Director will significantly impact how indigent defendants are provided legal services in California. This is an opportunity to positively shape how indigent individuals are represented in county courts. If you're an innovative leader eager to partner with county practitioners and defense organizations to improve the state's legal representation to indigent defendants and juveniles, this job is for you.

The salary range is \$13,421 to \$14,798 and the state benefits are excellent. The Deputy Director is headquartered in Oakland, CA; however, extensive telework is permitted with travel as needed to the Oakland office.

Benefits

Health Care

Generous healthcare benefits are available for you and your family, including:

- Health, Dental, and Vision Insurance
- FlexElect Reimbursement Account
- Disability Insurance

Retirement & Savings

The state offers a variety of savings options and retirement plans:

- CalPERS Retirement Plan
- Savings Bonds
- Savings Plus Program (401k and 457b)
- Supplemental Contributions Plan

Leave

Most employees are entitled to a wide range of paid leave such as:

- Annual Leave
- Catastrophic Leave
- Jury Duty
- Leave of Absence
- Bereavement Leave
- Mentoring Leave
- Military Leave
- Personal Holiday
- State Holidays
- Sick Leave
- Vacation
- Professional Development Days

Additional Benefits

- Payment of California Bar Dues
- Payment of MCLE Course Fees
- Telework with equipment

To submit your application online, register for your CalCareer account today at www.calcareers.ca.gov.



Applications are due by:

November 29, 2020

Have questions? Contact Twanna Moore at (916) 322-7043 or Twanna.Moore@ospd.ca.gov



Job Posting: CEA B DEPUTY DIRECTOR

Office of the State Public Defender

JC-222790 - CEA B DEPUTY DIRECTOR

C. E. A.

\$13,421.00 - \$14,798.00 per Month

Final Filing Date: 11/29/2020

Job Description and Duties

The Indigent Defense Improvement Division (IDID) of the Office of the State Public Defender (OSPD) provides training and assistance to public defender offices and to other counsel appointed to represent indigent defendants and juveniles and engages in related efforts for the purpose of the improvement of indigent defense. (Gov. Code, § 15420). Under the general direction of and in consultation with the State Public Defender (SPD), the Deputy Director of the IDID is independently responsible for formulating, planning and implementing effective assisting services and training programs for county indigent defense providers, and for formulating, planning and implementing other OSPD efforts to improve indigent defense, including overseeing information gathering, policy formulation and litigation planning. As a member of executive management, the Deputy Director has agency wide management responsibilities. The position is headquartered in Oakland, California. Extensive telecommuting permitted with travel as needed to the Oakland office.

You will find additional information about the job in the **Duty Statement**.

Working Conditions

The Deputy Director is a Work Week Group E employee, is expected to work as many hours necessary to complete the work assigned and may be required to work specified hours based on the business needs of the office. Teleworks extensively, with travel as need to the Oakland office, otherwise works in an office setting with artificial light and temperature control with daily access to and use of a computer and telephone as

required. Sitting and standing requirements are consistent with work in an office setting. Occasional lifting from 5-10 pounds may be required. Travel is required.

Minimum Requirements

This position does not have a Classification Specification. Requirements and qualifications for this position can be found in this announcement. For additional questions, please contact the hiring department listed below.

Additional Documents

- Job Application Package Checklist
- Duty Statement

Position Details

Job Code #: JC-222790
Position #(s): 426-010-7500-002
Working Title: **CEA B DEPUTY DIRECTOR**
Classification: C. E. A.
\$13,421.00 - \$14,798.00 B

of Positions: 1
Work Location: Alameda County
Job Type: Career Executive Assignment - Non Tenured, Full Time

Department Information

The Office of the State Public Defender (OSPD) represents indigent defendants in direct appeal of their conviction and death penalty sentence. The agency currently represents more than 130 men and women on death row in California. OSPD is also mandated to provide assistance and training to public defender offices, appointed private counsel, and to counsel appointed to represent indigent juveniles, and to engage in related efforts for the purpose of improving indigent defense.

The Oakland Office is located downtown in a modern high rise building near the 12th Street BART station with many restaurants, banks and shopping nearby.

Department Website: <http://www.ospd.ca.gov/>



Special Requirements

This position requires the incumbent to be an active member of the California State Bar Association

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 11/29/2020

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Office of the State Public Defender
Attn: Human Resources
770 L Street, Suite 1000
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Human Resources

770 L Street, Suite 1000

Sacramento, CA 95814

DUE TO COVID-19 DROP OFF LOCATION MAY NOT BE AVAILABLE

08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - Please see the "Examination Information" section for specific instructions for completing the State Qualifications.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

Minimum Qualifications

CEA examinations are open to all applicants who possess the knowledge and abilities and any other requirements, as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set

policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Examination Information

The examination process consists of a Statement of Qualifications (SOQ) – a written narrative that responds to three questions identified below. Each applicant for this examination must complete and submit their responses to all three questions. The SOQ must be submitted as part of the application package. Applications received without the SOQ will be rejected.

When responding to the supplemental questions, applicants must follow these guidelines:

- Responses must be typewritten using 12-point Arial font
- Responses to all three supplemental questions must be limited to a total of three pages, single spaced. Title the document “ Statement of Qualifications.”
- Answer each number item separately indicating the corresponding item number for each response.

SOQ Questions:

1. Identify a significant deficiency in the provision of indigent defense services in California and how that deficiency might be remedied.
2. What are the strengths and weaknesses you see in the concept of holistic defense?
3. Do you believe that the training programs now available to attorneys engaged in indigent criminal defense in California are adequate? Please explain your answer.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Benefits

The State of California offers a comprehensive benefits package that includes Health, Vision, Dental, and Retirement benefits. For more information on what is offered by the State of California, please visit the California Department of Human Resources website: <https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Department Website: <http://www.ospd.ca.gov/>

Human Resources Contact:

Twanna Moore

(916) 322-7043

OSPDHR@ospd.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Denise Armendariz

(916) 322-2676

Denise.Armendariz@ospd.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Personal Leave Program

Effective July 1, 2020, state employees are subject to temporary wage reductions in exchange for Personal Leave Program (PLP) accruals. The specific rate and hours earned were negotiated and agreed upon by each bargaining unit. More information regarding PLP can be found here -

<https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Application Methods:

Electronic (Using your CalCareer Account)

By Mail

Drop-off

Office of the State Public Defender

Position Duty Statement

HR-7500 (10/2020)

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|--|--|--------------------------|----------------------|
| Classification Title Career Executive Assignment (CEA B) | Working Title Deputy Director – Indigent Defense Improvement Division | | |
| Position Number 426-010-7500-002 | Office/Division/Section/Geographic Location | | |
| Work Week Group: E | CBID: M01 | Tenure: Permanent | Time Base: FT |

The Indigent Defense Improvement Division (IDID) of the Office of the State Public Defender (OSPD) provides training and assistance to public defender offices and to other counsel appointed to represent indigent defendants and juveniles and engages in related efforts for the purpose of the improvement of indigent defense. (Gov. Code, § 15420). Under the general direction of and in consultation with the State Public Defender (SPD), the Deputy Director of the Indigent Defense Improvement Division is independently responsible for formulating, planning and implementing effective assisting services and training programs for county indigent defense providers, and for formulating, planning and implementing other OSPD efforts to improve indigent defense, including overseeing information gathering, policy formulation and litigation planning. As a member of executive management, the Deputy Director has agency wide management responsibilities.

Specific Tasks [Essential (E) / Marginal (M) Functions]

- 35% (E) Sets policies relating to and providing the overall management and strategic direction for the Indigent Defense Improvement Division consisting of programs for special assistance and supportive training. Responsibilities include policy creation and overseeing the formulation, planning, implementation and management of such services in collaboration with county service providers and other defense organizations, coordinating such services with other OSPD programs, and maintaining active relationships between OSPD and county public defenders and other county and statewide stakeholders in the area of indigent defense for the purpose of targeting and improving overall services.
- 30% (E) Provides overall management and strategic direction of information gathering and evaluation strategies related to the provision of indigent defense services, and, using such information, formulates and advises the SPD and the Governor’s Office on policies, procedures and programs needed to support the improvement of indigent defense. As part of these responsibilities, the Deputy Director, partners with the Board of State and Community Corrections (BSCC) in the development and evaluation of a grant program for the improvement of indigent defense. The incumbent acts for the SPD in meetings with legislators, the Governor’s Office, court officials and others in matters relating to the Indigent Defense Improvement Division.
- 20% (E) Formulates, plans and implements targeted litigation for the purpose of improving indigent defense.

- 10% (E) Directly supervises unit supervisors (Chiefs) and functions as a liaison between the Unit and the remainder of OSPD's legal and non-legal staff and has responsibility for personnel activities within the Division, such as preparation of performance reports and evaluations, recommends and effects changes in personnel assignments and secures, trains and evaluates the performance of personnel and takes or recommends appropriate action.
- 5% (E) Coordinates with the Chief of Administration, the Chief Deputy State Public Defender, the Assistant Chief Counsel, and other OSPD attorney directors to assist the SPD in ensuring that the OSPD fulfills its objectives by coordinating Division services with other OSPD services, by advancing organizational priorities for staff support and training, creating or amending internal office policies and standards of practice, providing stewardship of OSPD resources, and supporting the office's operational functions. Meets with OSPD leadership to coordinate legal services and to address administrative, training, policy or other agency-wide issues.
- 5% (E) Undertakes such other activities as may be requested by the SPD in furtherance of OSPD's responsibility to improve the quality of indigent defense.

Supervision Received

The Deputy Director reports directly to the SPD.

Supervision Exercised

Directly supervises Division Supervisors (Chiefs) and indirectly supervises other attorneys and support staff within the Division.

Administrative Responsibility

Responsible for all policy and program activities of the Division including the administrative activities within the Division. Additionally, the Division Director reports directly to the SPD and indirectly to the BSCC and the Governor's Office regarding the administration and evaluation of Indigent Defense Improvement Programs.

Personal Contacts

Regularly meets with all levels of internal staff and other management at OSPD. External contacts include county public defenders and their representatives, public defender advisory groups, BSCC management, public defender organizations, state control agencies, the legislature and the Governor's Office.

Actions and Consequences

The Deputy Director performs high-level administration and management of unit programs and staff. Failure to adequately exercise good management skills and provide proper oversight of the Division could negatively impact OSPD's ability to fulfill its statutory requirement to effect positive change regarding indigent defense improvements. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analysis could result in misleading information provided to stakeholders, control agencies, the legislature or the Governor's Office, and could negatively reflect on the reputation of OSPD, result in loss of funding, and loss of the department's autonomy.

Functional Requirements

The Deputy Director is a Work Week Group E employee, is expected to work as many hours necessary to complete the work assigned and may be required to work specified hours based on the business needs of the office. Teleworks extensively, with travel as need to the Oakland office, otherwise works in an office setting with artificial light and temperature control with daily access to and use of a computer and telephone as required. Sitting and standing requirements are consistent with work in an office setting. Occasional lifting from 5-10 pounds may be required. Travel is required.

Knowledge, Skills and Abilities (KSAs)

The Deputy Director is an active member in the State Bar of California with significant trial work experience and has the following KSAs:

Knowledge

- Knowledge and experience in training methods and materials, including knowledge and experience in implementing innovative models of providing public defense, such as holistic defense.
- Knowledge of best practices for the provision of indigent defense services
- Knowledge of California criminal defense law
- Knowledge of Principles of supervision.
- Knowledge of computer programs such as Microsoft Office 365, and other computer databases relevant to the practice of law

Skills

- Experience in creating training programs for attorney and support staff
- Experience in recruiting and hiring diverse staff
- Experience in managing attorney and support staff
- Experience and/or training in creating a racial equity team or committee or other model for promoting racial equity in the workplace
- Experience with policy development and advocacy at the county and/or state level
- Experience developing and implementing a multi-million-dollar budget
- Experience in developing and/or implementing a multi-million-dollar grant program
- Experience and/or knowledge of data collection and analysis practices for evaluating the provision of indigent defense services
- Substantial experience in the provision of indigent defense services at the trial level or a demonstrated commitment to indigent defense
- Experience in working with socioeconomically disadvantaged and/or clients of color
- Experience in creating litigation, policy and legislative strategies.
- Excellent oral and written advocacy skills.

Abilities

- Engage in systems-thinking.
- Present legal arguments effectively in oral and written form

- Analyze situations accurately and adopt an effective course of action.
- Gather, analyze, and apply legal data and evidence.
- Work independently and as part of team.
- Lead, motivate, and support others to do their best work.
- Exercise sound judgment.
- Communicate effectively across lines of difference with others.
- Work effectively with colleagues and representatives of other agencies.
- Ability to maintain favorable public relations
- Demonstrate exceptional leadership skills (lead by example)
- Effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Employee Signature & Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature & Date

Printed Name